

## ▲ EXCURSIONS

### ▲ NQS

**Element 2.2.1:** At all times reasonable precautions and adequate supervision ensure children are protected from harm and hazard;

**Element 2.2.2:** Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented;

**Element 6.2.3:** The service builds relationships and engages with its community

**Element 7.1.2** Systems are in place to manage risk and enable the effective management and operation of a quality service.

**Education and Care Services National Regulations:** 99(4) (c); 100 - 102; 168(2) (g)

### ▲ PURPOSE

Our Centre 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. Excursions additionally provide an opportunity for the community to see children as active and contributing members. The purpose of this policy is to determine procedures which will be implemented by the Centre to actively minimise any risks associated with excursions and respond promptly and appropriately to any emergency whilst on an excursion. Educators will teach children and inform families in regard to safe road (or other transport) and play practices.

### ▲ POLICY

It is the policy of FROEBEL Australia to ensure that the safety and well-being of the children and the educators is always maintained. A risk assessment will be carried out prior to any excursion. Written authorisation from parents/guardians or a person nominated in the Enrolment Form must be obtained prior to any excursion. A person with a current First Aid and CPR qualification must be present on the escorted journey or excursion from the Service.

### ▲ PROCEDURES

#### EXCURSION PLANNING

All excursions will be planned in consultation with the Nominated Supervisor to ensure they are safe and suitable for children. The following steps will be undertaken when planning an excursion:

## RISK ASSESSMENT

- The Nominated Supervisor must approve all excursions from the Service;
- A risk assessment **must** be carried out **prior** to any excursion to identify the risks associated with the excursion and implement measures to minimise the identified risks;
- The risk assessment **must** be recorded using the Excursion Risk Management Plan. Parents will be notified on the Authorisation for Excursion Form that they can access the Excursion Risk Assessments prior to the excursion upon their request. The Service must comply with these requests and make all information available to parents if requested;
- Using the Excursion Risk Management Plan, the Service **must** take into consideration the following:
  - proposed route and destination;
  - 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;
  - any water hazards;
  - any risks associated with water-based activities;
  - transportation to and from the proposed destination
  - any requirements for seatbelts or safety restraints
  - process for entering and exiting the education and care service premises and the pickup location or destination as required
  - process for embarking and disembarking any means of transport including how children will be accounted for
  - the ratio of adults to children (regulated ratios **must** be applied at all times; the risk assessment will identify if additional volunteers are required to warrant a safe excursion)
  - specialised skills required (such as life-saving skills);
  - proposed activities;
  - proposed activities duration;
  - any medical conditions that need to be considered and managed for each child with specific health needs;
- A site assessment plan **must** be completed **prior** to the excursion; special consideration is to be given to toileting facilities accessible to children.
- The Risk Assessment Checklist (see Annex 1. at the bottom of this policy) **must** also be conducted prior to any excursion.

**For a regular outing, the risk assessment is only required once. Regular outings are walks, drives, or trips to and from a destination that we visit regularly, and which always have the same risks. Should the route of the regular excursion change and is not part of the initial risk assessment a new risk assessment must be conducted (for example road works prohibit the usual route, and a new path to take is required, the new path must be assessed)**

## **AUTHORISATION**

- A parent or authorised nominee must provide a written authority 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 excursions.
- Using the Authorisation for Excursion Form, the Centre will ensure that the emergency contact details for each child are up to date.
- Authorisation for Excursion Form must include the following information:
  - child's name;
  - reason the child is taken outside the premises;
  - date the child is to be taken on the excursion (unless the authorisation is for a regular outing);
  - description of the proposed destination for the excursion;
  - method of transport to be used for the excursion;
  - proposed activities to be undertaken by the child during the excursion;
  - period the child will be away from the premises;
  - anticipated number of children likely to be attending the excursion;
  - anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion;
  - anticipated number of educators and any other adults who will accompany and supervise the children on the excursion.

## **OTHER GENERAL PROCEDURES**

- A First Aid kit must accompany children on excursions from the Service as well as all Emergency contact details of the children.
- Families will be invited to participate in an excursion with the Service.
- A contingency plan will be developed in case of an unexpected event during the excursion.

## **EDUCATOR TO CHILD RATIOS ON EXCURSIONS**

The minimum number of educators to children ratios must be maintained on any excursion.

Should the risk assessment identify the need to have higher ratios, the Nominated Supervisor must ensure there are adequate available adults to accompany the staff and children on the excursion.

## **TRANSPORT CONSIDERATIONS**

The means of transport must be stated on the permission note.



**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. Seat belt guidelines must be followed depending on the bus. If the bus has seat belts, they must be worn at all times.

**Trains (NSW)**– 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.

**Trams (Victoria)** Educators will include in their risk assessment safe travel plans for using the trams in Victoria. A detailed journey planer must be attached to the risk assessment which outlines the travel times and tram stops at which children will be entering and leaving the tram.

- Children and adults will ensure they board the tram at the front where the driver can be made aware that there is a group of children traveling.
- When planning an excursion, educators will consider traveling outside of peak times where possible.

<https://www.ptv.vic.gov.au/getting-around/travelling-safely/tram-safety/>

**Trains (Victoria)** Educators planning an excursion using trains in Victoria will ensure the risk assessment addresses the travel to, from and on the train. A detailed journey planer must be attached to the risk assessment which outlines the travel times, and stations where children will embark and disembark.

Public Transport Victoria provides guidelines for traveling safely on trams and trains which will be used to inform the risk assessments.

<https://www.ptv.vic.gov.au/getting-around/travelling-safely/train-safety/>

**Cars** – Any motor vehicle that is used to transport children on an excursion (other than a motor vehicle seating more than nine persons) is fitted with child restraints and/or seatbelts that are appropriate for the age and weight of each child, that conform to the Australian Standards, and are professionally installed or checked by an authorised restraint fitter.

- The car must be registered and in safe mechanical condition;
- Has a minimum third-party insurance
- The driver has a current full license and are deemed a safe and responsible person.

## INSURANCE



**Approved Provider:**  
FROEBEL Australia Ltd  
ABN: 73 135 620 370  
[www.froebel.com.au](http://www.froebel.com.au)

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

## **DURING AN EXCURSION**

The following rules will be adhered to during the excursion from the Service:

- Main roads will only be crossed when permission has been provided by the parents/guardians; all persons will adhere to traffic rules and pedestrian safety guidelines.
- A fully charged mobile phone must be taken on all excursions.
- No material change to the planned excursion will be made without parents/guardian's permission.
- Where children are travelling in a vehicle, they will remain seated and will wear safety restraints provided at all times.
- Passengers in vehicles will:
  - be polite and courteous to other community members and
  - ensure all body parts remain within the vehicle.

## **▲ SOURCES AND FURTHER READING**

- Children Education and Care Services National Law Application Act 2010
- Education and Care Services National Regulations
- National Quality Standard

## **▲ ASSOCIATED POLICIES**

- Educational Programs
- Accident Prevention
- Administering First Aid and CPR

## **POLICY REVIEW**

- The Centre (together with educators) will review this policy every 12 months.
- The Approved Provider and Centre Director ensure that at all times all educators maintain and implement this policy and its procedures.
- Families are encouraged to collaborate with the Centre to review the policy and procedures

- **Last review:** 26.07.2023

- **Next review due:** 26.07.2024

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## ▲ ANNEX I: Risk Assessment Checklist

Please circle.

Yes	No		Risk Assessment
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
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 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 Supervisor for the purpose of checking at regular intervals during the course of 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 are able to ensure children have access 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 or charge for a phone is organised to take on the excursion.
yes	no	N/A	Medication and a management plan for any children attending the excursion are available and updated.
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	Volunteers provided COVID 19 Vaccination Certificate

## Excursion risk management plan

<b>Service Name and location:</b>	
<b>Excursion details:</b>	
<p><b>Date (s) of excursion.</b></p> <p>If it is a regular outing include a description of when children are to be taken on regular outings.</p>	
<p><b>Proposed activities.</b></p> <p>List all activities that will take place during the excursion.</p>	
<p><b>Pick up location and destination (s).</b></p> <p>List each location travelled to and from as part of the excursion.</p> <p>E.g. the museum, park for lunch and service.</p>	
<p><b>Estimated departure and arrival times and duration of the excursion.</b></p> <p>E.g. from the service to each destination and returning to the service.</p>	
<p><b>Proposed route</b></p>	



You can include an image of the route sourced online.	
<b>Means of transport</b>  E.g. public bus, private bus, coach, private car, taxi, tram	
<b>Requirements for seatbelts or safety restraints in your state or territory have been met.</b>	Yes / No  Comment:
<b>Number and full names of each adult involved in the excursion.</b>  E.g. service staff, family members, volunteers	
<b>The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.</b>  E.g. for children's individual needs.	
<b>The number of children involved in the excursion.</b>	
<b>Any water hazards during the excursion, including any risks associated with water-based activities?</b>  If yes, detail in the risk assessment table below.	Yes / No  Comment:





<p><b>Educator to child ratio, including whether this excursion warrants a higher ratio.</b></p> <p>Provide details in the risk assessment table below.</p>	
<p>Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for):</p>	
<p>Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):</p>	
<p><b>Excursion checklist – items to be readily available during the excursion (please tick)</b></p>	
<p><input type="checkbox"/> First aid kit</p>	<p><input type="checkbox"/> List of adults involved in the excursion</p>
<p><input type="checkbox"/> List of children involved in the excursion</p>	<p><input type="checkbox"/> Contact information for each adult</p>
<p><input type="checkbox"/> Contact information for each child</p>	<p><input type="checkbox"/> Mobile phone / other means of communicating with the service &amp; emergency services</p>
<p><input type="checkbox"/> Medication, health plans and risk assessments for individual children</p>	<p><input type="checkbox"/> Other items, please list</p>



Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When

Plan prepared by			
Prepared in consultation with:			
Communicated to:			
Venue and safety information reviewed and attached	Yes / No Comment if needed:		

**Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.**



**Risk Matrix**

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High