



## Excursions

Reviewed: 5/05/2021

Next Review: Term 2 2022

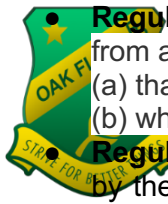
<b>Education and care services regulation/s</b>	<ul style="list-style-type: none"> <li>• <a href="#">Regulation 4</a> Definitions</li> <li>• <a href="#">Regulation 100</a> Risk assessment must be conducted before excursion</li> <li>• <a href="#">Regulation 101</a> Conduct of risk assessment for excursion</li> <li>• <a href="#">Regulation 102</a> Authorisation for excursions</li> <li>• <a href="#">Regulation 168(2)(g)</a> Education and care service must have policies/procedures</li> </ul>
<b>NSW Department of Education policy, procedure or guidelines</b>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's <a href="#">website</a>;</p> <ul style="list-style-type: none"> <li>• <a href="#">Excursions Policy</a> – Includes <a href="#">Excursions Policy Implementation procedures (PDF 161.93KB)</a></li> <li>• <a href="#">Domestic Excursions</a></li> <li>• The Health and Safety Directorate has a set of risk assessment tools for excursions including <a href="#">risk management plans</a></li> </ul>
<b>National Quality Standard(s)</b>	<p><b>Quality Area 2</b> Children's health and safety  <b>2.2 Safety</b>  Each child is protected  <b>6.2.3: Community engagement</b>  The service builds relationships and engages with their local community.</p>
<b>Leading and Operating Department Preschool Guidelines</b>	<p><a href="#">Leading and Operating Department Preschool Guidelines</a>  pp. 40, 43-44, 46-47</p>
<b>School policy or procedure</b>	Oak Flats Public School Wellbeing Framework
<b>Sources</b>	ACECQA <a href="#">excursion risk management plan</a> template ACECQA - <a href="#">Safe transportation of children fact sheet</a>

### Implementation

- Preschool educators are familiar with the DoE Excursions Policy and Procedures, and take a risk management approach when conducting excursions to ensure the safety of all children.
- Parental permission is required for a child to take part in any excursion or incursion.
- For regular outings, only one parent authorisation and one risk assessment is required in a 12 month period unless there is a change.
- Visits to Oak Flats Public School are not regarded as excursions. However, families should be informed that the visit will be taking place and an annual risk assessment plan for visits into the school prepared.

### Definitions

- **Excursion** - an outing organised by an education and care service or family day care educator, but does not include an outing organised by an education and care service provided on a school site if--
  - (a) the child or children leave the education and care service premises in the company of an educator; and
  - (b) the child or children do not leave the school site



● **Regular outing** - in relation to an education and care service, means a walk, drive or trip to and from a destination--

(a) that the service visits regularly as part of its educational program; and  
 (b) where the circumstances relevant to the risk assessment are the same on each outing

● **Regular transportation** - in relation to an education and care service, means the transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are *substantially* the same for each occasion on which the child is transported

- **Incursion** - an activity that involves visitors to the preschool who provide a performance, lesson or service for students.

**Planning and Preparations** - All excursions are planned in advance to:

- Maximise both children's developmental experiences and their safety;
- Reflect the age, capacity and the interests of the children;
- Ensure they are properly supervised and conducted with fully informed written parental permission.

**All Excursions are Researched to Ensure:**

- Supervision is adequate so children cannot be separated from the group;
- Access to hazardous equipment and environment are minimised;
- There is adequate access to food, drink and other facilities (toilets, hand-washing etc.);
- Consideration is given to the mobility and supervision requirements of children with additional needs
- That adequate sun and shade protection is available.

**When Planning for an Excursion Staff:**

- Assess the requirement for the excursion;
- Write a risk assessment plan. This is to be written by the teacher and checked by the nominated supervisor;
- Book transport & venues;
- Make alternate arrangements for adverse weather conditions;
- Inform families of details of the excursion including destination, objectives and what the child should bring;
- Provide parents or legal guardians with an excursion permission form to complete to authorise their child to participate on the excursion;
- Collect completed permission forms for each child attending excursion;
- Request additional adult participation in the excursion where required from parents possessing a WWCC;
- Arrange for a suitably equipped first aid kit (including EpiPen, Ventolin and Spacer) and mobile phone to be taken on the excursion.

**Risk Assessment and Authorisation for Excursions**

- Regulation 100 states that the nominated supervisor must ensure that a risk assessment is carried out in accordance with regulation 101.
- The preschool teacher ensures a risk assessment is conducted prior to any excursion to identify and assess the risk the excursion may pose for the safety, wellbeing and health of any child whilst on the excursion. The plan is to specify how Oak Flats Public School Preschool will manage any risk identified.
- If the excursion is a regular outing a risk assessment is carried out once, provided the circumstances around the excursion do not change in any way since the initial risk assessment was conducted.
- If the transportation used is regular transportation, a risk assessment is carried out once, provided the circumstances around the transportation do not change in any way since the initial risk assessment was conducted.

**Regulation 101 – Conduct of Risk Assessment for Excursion**



1. A risk assessment for an excursion must:

- a) Identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion
- b) Specify how the identified risks will be managed and minimised

2. A risk assessment must consider:

- a) The proposed route and destination for the excursion.
- b) Any water hazards
- c) Any risks associated with water-based activities
- d) The transport to and from the proposed destination for the excursion
- e) The number of adults and children involved in the excursion and transportation
- f) Given the risks posed by the excursion and transportation, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required (e.g. specialised skills could include life-saving skills.)
- g) The proposed activities
- h) The proposed duration of the excursion
- i) The items that should be taken on the excursion. (e.g. A mobile phone and a list of emergency contact numbers for children on the excursion).
- j) The proposed pick-up location and destination
- k) The means of transport
- l) Any requirements for seat belts or safety restraints under a law of jurisdiction in which the children are being transported
- m) Whether any items should be readily available during transportation (for example, a mobile phone and list of emergency contact numbers for the children being transported
- n) The process for entering and exiting the education and care service premises and the pick-up location or destination (as required)
- o) Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking

### **Regulation 102 – Authorisation for Excursions**

Regulation 102 states that the nominated supervisor must ensure that a child being educated and cared for by the service is not taken outside the service premises on an excursion unless written authorisation has been provided.

Sub regulation 4 – The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an educator and must state:

- a) The child's name.
- b) The reason the child is to be transported and taken outside the premises.



- c) The date the child is to be taken on the excursion and transported (unless the authorisation is for a regular outing).
- d) A description of the proposed destination for the excursion.
- e) The method of transport to be used for the excursion.
- f) The proposed activities to be undertaken by the child during the excursion; and
- g) The period the child will be away from the premises.
- h) The anticipated number of children likely to be attending the excursion and transported.
- i) The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
- j) The anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation and on the excursion
- k) That a risk assessment has been prepared and is available at the service.
- l) If the authorisation is for regular transportation, a description of when the child is to be transported
- m) A description of the proposed pick-up location and destination
- n) The period of time during which the child is to be transported
- o) Any requirements for seat belts or safety restraints under a law of each jurisdiction in which the children are being transported
- p) That written policies and procedures for transporting children are available at the education and care service.

### Families and Volunteers

- If additional adults are required volunteers will be invited. Volunteers will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out of the service.
- Family members/volunteers will not be left in sole charge of children and must be supervised by an educator at all times.
- All volunteer's/family members' details will be entered into the appropriate 'visitor's record' for that day and complete the *Working with Children Check* (WWCC) provided by the Office of the Children's Guardian.
- A *Working with Children Check* is a requirement for people who work or volunteer in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct. The result of a *Working with Children Check* is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.
- The *Working with Children Check* is fully portable so it can be used for any paid or unpaid child-related work in NSW for as long as the worker remains cleared.

### Items to be taken on Excursions

- A suitable stocked first-aid kit including an EpiPen, Ventolin and Spacer;
- A mobile phone;
- Children's emergency contact numbers;
- Children's medication, if required; and
- Other items as required e.g. sunscreen, drinking cups, jackets etc.

If a child is lost on an excursion, a staff member remains at the site to coordinate the search, while the other group leaders escort the children back to the service.

### Transport and Traffic



Transportation may present additional risks to children depending on how it occurs and how transition between a vehicle and an education and care service premises or other location is managed. These risks apply equally to single trips or during periods of regular transportation.

- Safety of children is considered in the choice of route and mode of transport. Our preschool follows all applicable NSW road rules as well as the Kids and Traffic best practice recommendations for transporting young children safely in buses. Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.
- Educators ensure children obey road rules and cross roads at a crossing or traffic lights where available. Educators remain vigilant to ensure no child runs ahead or lags behind the group.

### Supervision

- Supervision on excursions ensures the safety and wellbeing of all children for the duration of the excursion, taking into account ratios and all risks and hazards likely to be encountered.
- The venue is assessed as safe for all children and adults on the excursion and is easily supervised and accessible.

### Water Hazards

- No excursions will be conducted to a swimming pool or other water related activity. Where there are significant water hazards such as; rivers, lakes or beaches, risk management strategies will be identified and implemented.

### Incursions

- During the year visitors will visit the preschool to entertain, educate and provide a service to the children.
- A risk assessment plan is written before any incursion to ensure the safety and wellbeing of the children, staff and visitors.
- All visitors must report to the school office and provide their WWCC number and 100 points of ID.
- They must also sign the visitors register in the school office and the preschool.
- Authorisations for incursions from parents/carers will be obtained as required.

### Conducting the Excursion

- All educators, volunteers and children attending are informed of excursion timetable/itinerary, special requirements, safety procedures, grouping of children and responsibilities.
- Before leaving on the excursion, a notice is prominently displayed at the service which includes:
  - Itinerary and timetable; and
  - School phone number.

### Evaluation:

All excursions are conducted in a safe manner and evaluated. Any improvements identified in the risk assessment prior to conducting the excursion or from the evaluation completed after the excursion are addressed and actioned to ensure children's safety.