

## EXCURSIONS

Quality Area 2: Children's Health and Safety  
Standard 2.2: Safety- Each child is protected

### National Education and Care Regulations

- 99 Children leaving the Education and Care service premises
- 100 Risk assessment is conducted before excursion
- 101 Conduct risk assessment for excursion
- 102 Authorisation for excursions

## PURPOSE

To ensure that all excursions and incursions undertaken by the Service are planned and conducted in a safe manner, maintaining children's wellbeing at all times in accordance with National Legislation. We believe excursions/incursions provide the children with the opportunity to expand and enhance their skills and knowledge gaining insight into their local community.

## POLICY

Family day care educators plan excursions that are child focused. Written authorisation is obtained from parents/ guardians for their child to be taken outside of the education and care residence for any excursion. A risk assessment and management of risks is conducted prior to all excursions. These activities are planned by family day care educators and supervision is organised according to the age range and abilities of children in care. If travelling in a vehicle children are transported safely in child restraints in accordance with current legislation. Family day care educators role model road and pedestrian safety;

## EXPLANATION FOR AN EXCURSION

An excursion is classified to be an excursion when a child, who is being educated and cared for by a registered educator with a Family Day Care service, is taken outside of that education and care service residence perimeter by the educator that has been designated as the education care area.

An excursion should be a child centred planned experience, which may maximise the opportunity for each child's learning.

Taree Great Lakes Gloucester Five Star Family Day Care

## TYPES OF EXCURSIONS

**Routine Excursions** (Regular outings) are outings an educator and children participate in on a regular basis. It is a regular event which occurs daily, weekly, fortnightly or monthly. These may include; playgroup sessions, library visit, trips to the park, visiting another educator.

**Non Routine excursion** (Non-regular outings) is a 'one off' event and may include a concert for the children.

## PROCEDURE

### Excursion Risk Assessment

- The educator must conduct a risk assessment which reflects national regulation 101 to determine the safety and appropriateness of the excursion.
- The Educator will notify families about the excursion using an authorisation for excursion
- Families have a right to view the risk assessment prior to the excursion upon request in which the Educator must comply with ensuring all information is available.
- A risk assessment must
  1. Identify and assess risks that the excursion may pose to the safety, health and wellbeing of any child being taken on the excursion
  2. Specify how the identified risks will be managed and minimised
  3. Consider the proposed route and destination for the excursion and any water hazards
  4. Contemplate the transport to and from the proposed destination for the excursion
  5. Consider the ratio of adults to children involved in the excursion
  6. Consider the planned activities
  7. Determine the duration of the excursion
  8. Consider the exposure to the Sun by the children during the period of the excursion in accordance with current sun safety policy
  9. Consider items that should be taken on the excursion (mobile phone, emergency contacts, first aid kit, medical plans, food , drinks etc)

### Parent Authorisation

- The Educator must ensure that a child is not taken outside the FDC premises on an excursion unless written authorisation has been provided under sub regulation (4)
- The authorisation must be given by a parent or other authorised person named in the child's enrolment record
- The authorisation form must state
  1. The child's name
  2. The reason the child is to be taken outside the premises;
  3. The date the child is to be taken on the excursion (unless the authorisation is for a routine excursion);
  4. A description of the proposed destination for the excursion;
  5. The method of transport to be used for the excursion;
  6. The proposed activities to be undertaken by the child during the excursion;
  7. The period the child will be away from the premises;
  8. The anticipated number of children likely to be attending the excursion;
  9. The anticipated number of adults who will accompany the children on the excursion;
  10. That a risk assessment has been prepared and is available at the Service.
- If the excursion is a routine excursion (regular outing), the authorisation is only required to be obtained and copy provided to the Service once in a 6 month period, however the service and family is advised prior to each occurrence
- If the excursion is a non-routine excursion (non-regular outing), written authorisation must be obtained by the parent/ guardians prior to the outing, and the Service notified and provided with copy of the excursion authorisation form.

### Transportation for Excursion

- It is a requirement of the National Regulation that the means of transport is stated on the risk assessment record and parent authorisation record.
- The means of transport may mean:

### 1. Bus

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

### 2. Train

Provisions should be made to ensure children have ample time to board the train safely and in an unhurried way. This will allow the station to inform the train guard so that they can hold the train for the period of time for safe boarding and descending. All children should be seated at all times, with an adult close by. All children must be seated in the one carriage.

### 3. Car

Any motor vehicle that is used to transport children on an excursion motor vehicle must be fitted with child restraints and/or seatbelts that are appropriate for the age and weight of each child, in accordance with current legislation. Child restraints must be professionally installed or checked by an authorised restraint fitter every 12 months.

The educator must also supply a copy of their driver's licence and car registration to the Service

Children are NEVER left alone in a vehicle.

Educators must also ensure their vehicle is appropriately cleaned and maintained.

### 4. Walking

Educators should use the safest method to cross roads—where available use pedestrian crossings or at traffic lights

When taking children on a walking excursion, educators will encourage children to hold hands or hold onto a stroller whenever possible, educators will ensure that children are always in sight ie. Children do not walk behind the educator, children under 10 years should hold an educators hand while crossing the road.

If a walking harness is used, the lead must be held by the family day care educator at all times and not be secured to a stroller or other object

Whenever appropriate, educators will provide children with a “walking commentary”

explaining road safety messages

Educators educate and inform children to obey road and pedestrian safety messages by being a positive role model

The coordination unit will provide current educational and legislative resources to educators in regards to Early Childhood Road and traffic Safety

### Insurance

- Educators should review their insurance policy prior the excursion to ensure liability is protected. (Public Liability and Vehicle use)

### Source:

- Education and Care Services National Regulation
- Road and Traffic Authority- Current legislation and relevant publications i.e ( Restraint fitters manual)

### Associated Forms/information:

- Excursion Authorisation and risk management plan
- Excursion Risk assessment matrix
- Child restraint / Vehicle safety check

*Failure to comply with this policy may result in disciplinary action or termination of employment or registration as an educator*