

## POLICY AIM

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Sweetpeas Kindergarten's aim is to minimise the risks of accidents and injuries on excursions, respond effectively to emergencies, and promote awareness in children and their families of road safety and play safety.

## RATIONALE

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Excursions are a valuable experience for children, families and staff of education and care settings. Excursions provide the opportunity to expand and enhance children's experiences, explore different environments and engage in meaningful ways with their communities. Excursions require appropriate planning and risk management to ensure the best experience and enjoyment for all.

## SCOPE - WHO IS AFFECTED BY THIS POLICY?

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- Children
- Community
- Educators/Staff
- Families
- Management
- Volunteers

## NATIONAL QUALITY STANDARD

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### QUALITY AREA 2 - CHILDREN'S HEALTH AND SAFETY

- Standard 2.2 (Safety) - *Each child is protected.*
- Element 2.2.1 (Supervision) - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
- Element 2.2.2 (Incident and emergency management) - Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

## RELATED POLICIES & LEGISLATION

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### RELATED SWEETPEAS POLICIES:

- Administration of First Aid Policy
- Administration of Medication Policy
- Anti-Bias and Inclusion Policy
- Confidentiality Policy
- Development and Education Policy
- Emergency and Evacuation Policy
- Enrolment and Orientation Policy
- Ethical Code of Conduct Policy
- Incident, Injury, Trauma and Illness Policy
- Interaction and Relationships with Children Policy
- Safe Transportation of Children Policy
- Supervision Policy
- Water Safety Policy
- Work Health and Safety

### RELATED EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS:

- Regulation 4 (1) - Definition regular outing
- Regulation 89 - First Aid Kits
- Regulation 97 - Emergency and evacuation procedures
- Regulation 98 - Telephone or other communication equipment
- Regulation 99 - Children leaving the education and care service premises
- Regulation 100 - Risk assessment must be conducted before excursion
- Regulation 101 - Conduct of risk assessment for excursion
- Regulation 102 - Authorisation for excursion
- Regulation 123 - Educator to child ratios-centre-based services
- Regulation 136 - First Aid qualifications
- Regulation 161 - Authorisations to be kept in enrolment record
- Regulation 168 - Policies and procedures are required

## TERMINOLOGY

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- **Excursion** - means an outing organised by an education and care service educator but does not include an outing organised by an education and care service provided on a school site if-
  - (a) a 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 substantially the same on each

## IMPLEMENTATION AND STRATEGIES

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### PLANNING

- Assess the requirements for the excursion.
- Conduct a risk assessment (Regulation 100).
- Book transport to venues, if required.
- Make alternative arrangements for adverse weather conditions
- Inform families of the details of the excursion including destination, objectives and outcomes, and what the child should bring (See *Excursion Authorisation template*).
- Provide parents or legal guardians with an excursion permission form to complete to authorise their child to participate on the excursion (Regulation 102).
- Collect completed permission forms for each child attending the excursion.
- Request additional adult participation on the excursion, where required.
- Arrange for a suitably equipped first aid kit (including EpiPen) and mobile phone to be taken on the excursion.
- Educators must make alternate arrangements for any children who are not attending the excursion and ensure that any dialogue or pre-planning for the excursion does not alienate such children from social networks.
- Additional factors need to be considered in the planning of excursions for children with additional needs. Where possible, our service will uphold the right for all children to access all excursions and engage in meaningful ways while on excursions.

### RISK ASSESSMENT BY NOMINATED SUPERVISOR/WHS OFFICER

- Ensure a risk assessment is conducted prior to any excursion to identify and assess the risk the excursion may pose to the safety, health and wellbeing of any child whilst on the excursion and will specify how the service will manage any risks identified.
- Appoint a responsible person to be in charge of the excursion. This person will be in charge of keeping track of children, educators, volunteers and guiding people where to go and what to do. They will carry the attendance list of all children and others attending, the emergency contact lists for everyone attending and do regular head counts.

#### *The risk assessment conducted will consider:*

- destination and duration of the excursion; potential water hazards or any hazard associated with water-based activities
- transport to and from destination
- number of educators, responsible persons, and children involved
- proposed activities
- items to be taken on the excursion e.g.: mobile phone, emergency contact numbers.

**NB:** *If the excursion is a regular occurrence a risk assessment will only be carried out once, provided the circumstances around the excursion have not changed in any way since the initial risk assessment was conducted.*

## AUTHORISATIONS

- For all excursions parents or legal guardians will be given an excursion permission form with full details of the excursion including (Regulation 102):
  - date, description, duration and destination of proposed excursion;
  - method of transport to be used;
  - reason for the excursion, and proposed activities to be conducted on the excursion;
  - the anticipated adult: child ratio - outlining number of educators and staff and other adults attending;
  - a statement that a risk assessment has been prepared and is available at the service for parents to view.
- If the excursion is a **regular outing**, authorisation is required once in a 12-month period (Regulation 102(5)). All parents or legal guardians will be asked to sign permission forms for regular excursions on enrolment and at the beginning of each subsequent year.
- No child will be taken on an excursion unless written permission from parents or legal guardian has been received.

## FAMILIES AND VOLUNTEERS

- Families will be encouraged to participate in excursions to assist in maintaining suitable child/staff ratios. If the parent needs to bring their child's sibling because they cannot find suitable care, the siblings must be included in ratios.
- 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 to be left in sole charge of children and must be supervised by an educator at all times.
- All volunteers/family members' details will be entered into the appropriate staff record for that day.

## TRAVEL ARRANGEMENTS (SEE SAFE TRANSPORTATION OF CHILDREN POLICY)

- Travel arrangements are made on the basis of individual excursion requirements. Every reasonable precaution will be taken to protect children from harm and any hazard likely to cause injury.
- Walking - Educators will ensure children obey road rules and crossroads at a crossing or lights where available. Educators will remain vigilant to ensure no child runs ahead or lags behind the group.
- Public Transport (trains, buses) - Wherever possible we use transport with proper child restraints:
  - Children up to the age of 6 months must be secured in an approved rearward facing child car seat.
  - Children aged from 6 months to 4 years old must be secured in either a rear or forward facing approved child car seat with an inbuilt harness.
  - Children under 4 years old can't travel in the front seat of a vehicle with 2 or more rows.
  - Children aged 4-7 years old must be secured in a forward facing approved child car seat with an inbuilt harness or an approved booster seat.
  - Children aged 4-7 years old can't travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than 7 years in an approved child car seat or booster seat.
  - Children aged 7-16 years old who are too small to be properly restrained by a seatbelt (see the five-step test) are strongly recommended to use either a forward-facing seat with an inbuilt harness for older children, an approved booster seat, or an approved child safety harness together with the vehicle's seatbelt.
  - Children in booster seats must be restrained by a suitable lap and sash-type approved seatbelt that's properly adjusted and fastened, or by a suitable approved child safety harness that's properly adjusted and fastened.

## SUPERVISION

- Supervision on excursions will ensure 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 will be assessed as safe for all children and adults on the excursion and will be easily supervised and accessible.

## RATIOS

- According to the NSW Department of Education and Training, minimum ratio requirements (National Regulation 123 and National Regulation 271) must be maintained while on excursions as you would in a centre-based service.

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*“While on excursion, the minimum educator to child ratios as prescribed in Regulation 123 must be maintained both at the service premises and the place where the excursion is being conducted. One of the primary objectives of the National Law and Regulations is to ensure the safety, health and wellbeing of children. The minimum educator ratios are designed as a basic safety net to help meet this objective”*

*“Through the completion of a risk assessment, approved providers should be able to come to a determination of whether the minimum ratios are sufficient in providing adequate supervision while attending an excursion. Examples of factors that could be considered in the risk assessment may include staffing arrangements when a child falls ill/suffers injury and needs to be taken away from the venue by an educator, or if an educator is driving from the service to the excursion venue and cannot meet the adequate supervision requirement during that time.”*

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## WATER HAZARDS

- Where there are significant water hazards (such as rivers, lakes or beaches), risk management strategies will be identified and implemented such as high adult to child ratios.

## CONDUCTING THE EXCURSION

- All educators, volunteers and children attending will be informed of excursion timetable/itinerary, special requirements, safety procedures, grouping of children and responsibilities.
- A list of children on the excursion will be left at the service and a copy carried by the delegated responsible person.
- Before leaving on the excursion, a notice will be prominently displayed at the service which includes:
  - itinerary and timetable
  - mobile contact phone number.
- Items to be taken on excursions include:
  - a suitable stocked first-aid kit including EpiPen
  - a mobile phone
  - children’s emergency contact numbers
  - children’s medication, if required
  - other items as required e.g. sunscreen, drinking cups, jackets etc.

## RESPONSIBILITIES OF THE APPROVED PROVIDER

- Ensuring that a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/guardian or person named in the child’s enrolment record, and that the authorisation includes all details required under Regulation 102(4).
- Ensuring that educator-to-child ratios are maintained at all times, including during excursions.
- Ensuring that parents/guardians, volunteers, students and all adults participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children.
- Ensuring the risk assessment identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 101.

## RESPONSIBILITIES OF THE NOMINATED SUPERVISOR/RESPONSIBLE PERSON AND WHS OFFICERS

- Implementing Approved Provider responsibilities as delegate.
- Ensuring that each child’s personal medication and current medical management plan is taken on excursions and other off-site activities.

- Ensuring that a portable first aid kit (including required medication for dealing with medical conditions) is taken on excursions and other off-site activities.
- Ensuring a mobile phone, the emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness.

## RESPONSIBILITIES OF THE EDUCATORS

- Adhering to this policy.
- Checking that a parent/guardian or person named in the child's enrolment record has completed, signed and dated the excursion/service event authorisation form prior to the excursion.
- Allowing a child to participate in an excursion or service event only with the written authorisation of a parent/ guardian or person named in the child's enrolment record.
- Maintaining the required educator-to-child ratios at all times, and adequately supervising children during excursions and service events.
- Adequately supervising parents/guardians, volunteers, students and all adults participating in an excursion, and ensuring that they are not left with sole supervision of individual children or groups of children.
- Undertaking a risk assessment for an excursion prior to obtaining written authorisation from parents/guardians.
- Ensuring the risk assessment identifies and assesses the risks, specifies how they will be managed and/or minimised, and includes all details required by Regulation 101.
- Including all children in excursions and service events regardless of their abilities, additional needs or medical conditions.
- Taking each child's personal medication and current medical management plan on excursions and other off-site activities.
- Taking a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other off-site activities.

## RESPONSIBILITIES OF THE FAMILIES

- Families will be encouraged to participate in excursions to assist in maintaining suitable child/staff ratios. If the parent needs to bring their child's sibling because they cannot find suitable care, the siblings must be included in ratios.
- 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 to be left in sole charge of children and must be supervised by an educator at all times.
- All volunteers/family members' details will be entered into the appropriate staff record for that day.
- Completing, signing and dating excursion/service event authorisation forms.
- Providing written authorisation for their child to leave the service premises on routine outings.
- Reading the details of the excursion or service event provided by the service and asking for additional information if required.
- Understanding that, if they participate in an excursion or service event as a volunteer, they will be under the immediate supervision of the Responsible Person at all times.

## RELATED SWEETPEAS DOCUMENTS

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- Excursion Authorisation template
- Excursion Risk Assessment Template

## REFERENCES

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- Australian Children's Education and Care Quality Authority (ACECQA) - <http://www.acecqa.gov.au/>
- Department of Education. Excursion and transportation regulations - <https://education.nsw.gov.au/early-childhood-education/regulation-and-compliance/excursion-and-transportation-regulations>

- Belonging, Being and Becoming: The Early Years Learning Framework for Australia (EYLF) 2.0
- Education and Care Services National Regulations 2011
- Kids and Traffic - <http://www.kidsandtraffic.mq.edu.au/>
- National Quality Framework (NQF)
- National Quality Standard (NQS) (Revised 2018).
- NSW Government Transport for NSW. Child car seats - <http://roadsafety.transport.nsw.gov.au/stayingsafe/children/childcarseats/index.html>
- Sweetpeas Philosophy
- Work Health and Safety (WHS) Act 2011
- Work Health and Safety (WHS) Regulation 2011

## REVIEW AND AMENDMENTS

This policy will be updated regularly to ensure compliance with all relevant legal requirements. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with *Regulation 172* of the National Regulations, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Version	Amendment(s)	Review Date	Updated By
1.	<ul style="list-style-type: none"> <li>• Implemented policy, adapting from previous Sweetpeas owner's policy</li> </ul>	November 2016	Janine Evans (Director) Kelly Dewhurst (Educator)
1.1.	<ul style="list-style-type: none"> <li>• Checked hotlinks</li> <li>• No changes required</li> </ul>	November 2017	Cassandra Way (Educator/Admin)
1.2.	<ul style="list-style-type: none"> <li>• Updated NQS references</li> <li>• Checked links</li> </ul>	October 2018	Cassandra Way (Educator/Admin)
1.3.	<ul style="list-style-type: none"> <li>• No changes required</li> </ul>	November 2019	Janine Evans (Director)
2.	<ul style="list-style-type: none"> <li>• Updated to make changes related to the COVID-19 pandemic</li> </ul>	March 2020	Janine Evans (Director)
2.1.	<ul style="list-style-type: none"> <li>• COVID-19 changes remain in place as per NSW Health advice</li> </ul>	September 2020	Janine Evans (Director)
2.2.	<ul style="list-style-type: none"> <li>• COVID-19 changes remain in place due to the Delta strain outbreak</li> <li>• Links checked</li> <li>• No changes required</li> </ul>	September 2021	Janine Evans (Director)
3.	<ul style="list-style-type: none"> <li>• Updating COVID-19 measures due to the lifted restrictions and current Health advice</li> <li>• Cosmetic changes to reflect new policy template</li> <li>• Added Safe Transport info due to change in Regulations</li> <li>• Checked and updated hotlinks</li> </ul>	September 2022	Cassandra Way (Assistant Manager) Janine Evans (Managing Director) Sarah Williamson (Assistant Director - St Clair/WHS Officer)
3.1.	<ul style="list-style-type: none"> <li>• Checked hotlinks</li> <li>• Added reference to WHS Officers to match their responsibilities</li> <li>• Fixed policy version numbering (Sept 22 previously 2.3)</li> <li>• No other changes required</li> </ul>	March 2024	Cassandra Way (Assistant Manager)

Version	Amendment(s)	Review Date	Updated By
3.2.	<ul style="list-style-type: none"><li>• Updated name of excursion form</li><li>• Updated child restraint requirements to better match current Law</li><li>• Checked and updated hotlinks</li></ul>	March 2025	Cassandra Way (Assistant Manager) Janine Evans (Managing Director)