



Excursion Policy

NQS

QA2	2.3.1	Children are adequately supervised at all times.
	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

National Regulations

Regs	100	Risk Assessment must be Conducted before Excursion.
	101	Conduct of Risk Assessment for Excursion.
	102	Authorisation for Excursion.

Aim

The kindergarten 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. Our kindergarten will actively seek to minimise any risks associated with excursions, and respond promptly and appropriately to any emergency whilst on an excursion. Educators will educate children and families regarding safe road and transport practices.

Implementation

Excursion Risk Assessment and Planning Process

- The service will conduct a risk assessment prior to an excursion.
- Risk assessments are only required once if the excursion is a regular outing. Regular outings include walks around the neighbourhood, to the Olive Grove and to Linden Park Primary School.
- Using the *Excursion Risk Management Plan*, the kindergarten must take into consideration the following:
 - 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 kindergarten).
 - Educator to child ratios.
 - Proposed activities.
 - Proposed duration.
 - Any medical conditions for each child with specific health needs.
- The *Risk Assessment Checklist* must also be conducted prior to any excursion.
- A parent or authorised nominee must provide a written authority for each child who is attending the excursion using the *DECD ED170 Excursions Consent* form.
- Using the *DECD ED170 Excursions Consent* form, the service will ensure that the emergency contact details for each child are up-to-date.

Transport Considerations

- The mode of transport must be stated on the *Information Sheet for Parents* provided with the *DECD ED170 Excursions Consent* form at the time of each excursion.
- When a bus is used the kindergarten must ensure that the seating capacity is not exceeded. All children must sit on seats, preferably close to an adult. Seat belt guidelines must be followed in-line with the particular safety protocol for the type of bus. **If the bus has seat belts, they must be worn at all times.**

Insurance

Excursions must be consistent with DECD insurance requirements.

Sources

Education and Care Services National Regulations 2011.

National Quality Standard Occupational Health, Safety and Welfare Act 1986.

Review

This policy will be reviewed on a 3 yearly basis by the kindergarten staff and the Governing Council.

Risk Assessment Checklist

Please circle

Yes	No		Risk Assessment
Yes	No	N/A	The kindergarten 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	Signed permission for the specific excursion and any activity that is to take place during the excursion has been received from the parent(s)/guardian(s). Regular outings can be covered by one form for a 12 month period.
Yes	No	N/A	A list of children attending the excursion is left at the kindergarten prior to departure and a copy retained by the <i>Excursion Supervisor</i> to be at regular intervals during the course of the excursion.
Yes	No	N/A	The <i>Excursion Supervisor</i> has ensured that all children are equipped with clothing appropriate for the excursion e.g. jumpers, sun hats, sunscreen.
Yes	No	N/A	Educators are able to ensure children have access to shaded areas.
Yes	No	N/A	Any excursion is consistent with the DECD insurance requirements.
Yes	No	N/A	A <i>First Aid Kit</i> is taken.
Yes	No	N/A	Each child's emergency contact details are up-to-date and taken.
Yes	No	N/A	A mobile phone is taken on the excursion.
Yes	No	N/A	Medication and <i>Health Care Plans</i> are taken.
Yes	No	N/A	A designated educator must be allocated to a child with a chronic illness/allergy together with their medication and <i>Health Care Plan</i> .