

## 2.15 Excursions

### Policy Statement

Acorn Child Care 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. Acorn 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 (or other transport) and play practices.

### Strategies and practices

#### Excursion Risk Assessment and Planning Process

- Acorn must conduct a risk assessment prior to an excursion taking place.
- Risk assessments are only required once if the excursion is a regular outing. Regular outings are walks, drives or trips to places that we visit regularly and which always have the same risks.
- The risk assessment must be recorded using the Excursion Risk Assessment Form. 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. Acorn must comply with these requests and make all information available to parents if requested.
- Using the Excursion Risk Assessment Form linked to this policy, Acorn 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 ratio of adults and children which must comply with the ratios in the Staffing Arrangements Policy.
  - Specialised skills required (such as life-saving skills).
  - Proposed activities.
  - Proposed duration.
  - Any medical conditions that need to be considered and managed for each child with specific health needs.

- The Risk Assessment Checklist must also be conducted prior any excursion.
- A parent or authorised nominee must provide a written authority for each child who is attending the excursion using the Authorisation for Excursion Form.
- Acorn will ensure that the emergency contact details for each child are up-to-date.

#### Transport Considerations

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

- **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.

- **Cars** – Any motor vehicle that is used to transport children on excursion (other than a motor vehicle with seating more than nine persons) is fitted 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.
- **Walking** – Walking rope is used to ensure children's safety while walking to and from destination.
- **Prams** – All children must be securely fitted with straps while seated in the pram.

### **Insurance**

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

### **Risk Assessment**

As a part of the Excursion Risk Assessment Form Acorn must complete the following details when planning an excursion on the Excursion form given to families:

- Time and Date of Proposed Excursion
- Reason for Excursion Proposed Route (to and from) Destination (s)  
Transportation Details (to and from)
- Number of Adults Involved Given the risks posted and outlined using the Excursion Risk Assessment, are there any specialised skills to ensure children are adequately and safely supervised at all times during the excursion?
- Specialised skills could include life-saving skills.
- Number of Children Involved Proposed Activities Proposed Duration
- Items to Be Taken by the Service (mobile phone, emergency contact details, etc)
- Items to Be Taken by the Children

### **Responsibility of Educators**

- Risk Assessment Checklist must be used that is attached to this policy.
- All children have appropriate clothing.
- Water bottles are taken to ensure children remain hydrated.
- Notice has been given to families via Educa and or sign in room prior to excursion.

### **Responsibility of Families**

- Have read and understand the risk assessment of the excursion
- Have signed permission form for excursion
- Have brought correct clothing and shoes for their child

### **Links to other policies**

- Administration of Medication Policy
- Water Safety
- Safe Play space

- Supervision
- Sun Protection
- Incident, Injury, Trauma, Illness and First Aid

**Sources, Further reading and useful websites**

- Education and Care Services National Regulations 2011.
- Guide to the National Quality Standard 2011.
- Cancer Council – <http://acrf.com.au/>
- Kidsafe. *Factsheets*. <http://www.kidsafeqld.com.au/publications/fact-sheets> accessed 23 November 2013

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