



Excursions Policy

Excursions/Incursions enhance children's learning by providing them the opportunity to participate in curriculum planned activities and experiences to gain skills and knowledge in the current interest. Our School recognises that excursions provide opportunities for children to explore the wider community as a group and extend on the educational program provided.

National Education and Care Regulations

99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion.
101	Conduct of risk assessment for excursion.
102	Authorisation for excursion.
168	Policies and Procedures are required

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.

SCOPE

This policy applies to children, families, staff, management and visitors of the Service.

IMPLEMENTATION

Excursions will be conducted with the children's safety and wellbeing in mind at all times. We will regularly schedule incursions and visitors to our Service, however, if we feel an excursion will benefit the children we will adhere to the National Regulations and Service policies and procedures.

ON-SITE VISITS

- These will be organised at the beginning of the year in consultation with all staff to ensure availability. They will be arranged by the School Admin officer at the Nth Balgowlah Campus and PA to the Principal at the Nth Head Campus in conjunction with the Principal and organising staff member.
- Some may be organised as awareness is made of availability and interest by the children.

OFF-SITE EXCURSIONS

- They will be arranged by the designated person from each campus in conjunction with the Principal and organising staff member as well as children as far as practicable.
- No child will be permitted to attend an off-site excursion without a signed permission note from one of their parents or guardians.

Written Authorisation is required as per Regulation 102 of the Education and Care Services National Regulations 2011. This must include:

- The child's name.
- The reason the child is to be taken outside the premises.
- The date the child is to be taken on the excursion.

- A description of the proposed destination for the excursion.
- The method of transport to be used for the excursion.
- The proposed activities to be undertaken by the child during the excursion.
- The period the child will be away from the premises.
- The number of children likely to be attending the excursion.
- The ratio of educators attending the excursion to the number of children attending the excursion.
- The number of staff members and any other adults who will accompany and supervise the children on the excursion.
- That a risk assessment has been prepared using the Risk Matrix attached at Appendix 2, and is available at the service.

In addition to the requirements under Regulation 102, written authorisation will include:

- The name of the staff members who will accompany the excursion with current first aid qualifications.
- The emergency number for the excursion.
- A place for the parents to nominate themselves as drivers if private cars are required.

The permission note for the excursion will be filed in the child's individual file which includes permission to attend the excursion and for the child to be a passenger of a car.

Local outings are covered by a permission clause in the child information sheets filled in at the beginning of each year or when the child first attends. A local outing means a walk to and from a destination that the School visits regularly as part of its education program or where the circumstances relevant to the risk assessment are the same on each outing.

Excursion Risk Assessment

- Management must conduct a risk assessment which reflects national regulation 101 before an authorisation is required under regulation 102 to determine the safety and appropriateness of the excursion.
- The Service will use an Excursion Risk Assessment
- The Service 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 Service must comply with ensuring all information is available.

A risk assessment must:

- Identify and assess risks that the excursion may pose to the safety, health and wellbeing of any child being taken on the excursion
- Specify how the identified risks will be managed and minimised
- Consider the proposed route and destination for the excursion and any water hazards
- Reflect on any risks associated with water based activities
- Contemplate the transport to and from the proposed destination for the excursion
- Consider the ratio of adults to children involved in the excursion
- Consider the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required (for example: life-saving skills)

- Consider the planned activities
- Determine the duration of the excursion
- Consider items that should be taken on the excursion (mobile phone, emergency contacts, first aid kit, medical plans etc)

PARENT AUTHORISATION

- The Nominated Supervisor must ensure that a child is not taken outside the Service 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:-

- The child's name
- The reason the child is to be taken outside the premises;
- The date the child is to be taken on the excursion (unless the authorisation is for a regular outing);
- A description of the proposed destination for the excursion;
- The method of transport to be used for the excursion;
- The proposed activities to be undertaken by the child during the excursion;
- The period the child will be away from the premises;
- The anticipated number of children likely to be attending the excursion;
- The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
- The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion;
- That a risk assessment has been prepared and is available at the Service.
- If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.

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

Management must ensure that the seating capacity as displayed on the compliance registration is not surpassed. 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. Ferry

Management will be required to contact the local wharf prior to the excursion to inform them of the time you will be travelling, the destination and the number of children and adults who will be travelling.

Provisions should be made to ensure children have ample time to board the ferry safely and in an unhurried way. This will allow the wharf to inform the ferry guard so that they can hold the ferry 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 should be seated in the inside of the ferry, if possible.

3. Car

Any motor vehicle that is used to transport children on an excursion (other than a motor vehicle seating more than nine persons) must be fitted with 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. The school must also ensure that the drivers are current holders of full licenses and that the car is fully insured. A copy of these papers are to be placed in the excursion folder with the rest of the information for that excursion.

EDUCATORS WILL:

- Complete the excursion checklist and give to the principal at North Head to sign off on and for the Nth Balgowlah campus to the Pre-School co-ordinator to sign off on.
- This paperwork is to be kept with the other paperwork required for the excursion that has been organized etc Risk assessments bus confirmations permission note sign in sheets etc.
- Once the excursion has been completed all paperwork is to be handed into the office for filing.

INSURANCE

- Management must review their insurance policy prior to the excursion to ensure liability is protected by the School.

Source

- The Business of Childcare, Karen Kearns 2004
- Education and Care Services National Regulation 2015
- Early Years Learning Framework
- Revised National Quality Standards

Policy Review Date	Modifications	Review
Feb 2018	New format and new logo	2019
Jan 2020	Completing excursion checklist added	2022
2021	Appendix 1 added	2024

Appendix 1**WHOLE PACK TO BE RETURNED TO OFFICE**

Excursion: _____

Date: _____

Location: _____

Risk Assessment and Excursion Validation

This document is used in conjunction with the teaching staff to assess that all risks have been mitigated accordingly, with adequate ratings and Controls in place to ensure the safety of our children when embarking on an excursion.

Site Visit

The supervising teacher or excursion organiser will visit the site of the excursion prior to the writing of the management plan to fully understand the risks that may be unforeseen. These risks will then be added to the Management plan and controlled accordingly.

Document Check- *(indicate when these documents have been checked.)*

- Excursion Permission Note-Original
- Permission letters from parents for students returned-(These to be kept at school)
- Travel (Bus) risk assessment including ratios.
- Destination Risk Assessment including ratios.(If required)
- Booking confirmation Venue. (If required)
- Booking Confirmation Bus. (If required)
- Class rolls.
- Allergy action plans and notices for children.
- Contact information for each child
- Additional items complete; excursion bag with first aid kit inside checked.

Signatures

Upon signing this document, I am confirming that all obvious risks have been accounted for and controls are in place to limit these and the above documents and items have been checked and are all in place before departure.

	Full Name	Signature	Date
Organiser:	_____	_____	_____
Coordinator:	_____	_____	_____
Principal:	Gavin McCormack	_____	_____
Board Director:	_____	_____	_____

One of the Board directors must sign this checklist after reviewing all excursions that may involve Water activities, Staying Overnight or may cause significant risk of Harm.