



Date Adopted May 2015

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Relevant Legislation & Standards

Education and Care Services National Regulations 99, 100, 101, 102
National Quality Standards – 2.3.2; 7.3.6

Aim / Policy Statement

At Goulburn Pre-School excursions are included as part of the program to provide opportunities for the children to connect with and explore different environments within our local community. We are committed to providing excursions that are well considered and meaningful within the context of the program and ensure the health, safety and well being of the children, educators and all present at all times. All excursions require appropriate planning and risk management to ensure the best experience and enjoyment for all involved.

Goals

At Goulburn Pre-School we will:

- Include excursions as a planned and meaningful part of the program that build links within our local community.
- Plan carefully for excursions with careful consideration to content, cost, time frames, transport and safety for all children and adults.
- Conduct excursions only where full planning, documentation and permissions have been completed for each child.
- Undertake risk assessments (format provided) and plan for first aid and dietary requirements.

Strategies

Planning and Preparation

Planning and preparation will be completed in advance (recommendation minimum of 2 weeks prior to excursion date) to ensure:

- Maximisation of the experience for the children to reflect their age, interests and capacity as learners.
- All safety factors are considered, assessed and planned for.
- Appropriate levels of supervision are available to maximise the enjoyment and safety of the excursion.
- All permissions are fully completed.

Planning and preparation will include the following research to ensure:

- Consideration is given to the mobility and supervision requirements of children with identified additional needs.
- Supervision is adequate and ensures the needs of each child can be supported and met.
- Adequate shade and sun protection is available in transit and at the venue.
- There is access to food, drinks and other required facilities (toilets, hand washing, nappy change) as required.
- Access to any hazardous equipment or products in the environment is minimised.

When planning for excursions, Educators will:

- Complete the Excursion Plan format and discuss with plan with the Authorised Supervisor in relation to identified links to the program, requirements for the excursion, associated costs, supervision and risk assessment.
- Conduct risk assessment for each aspect of the excursion identified e.g. transport, water, venue. Put in place risk management strategies.
- Arrange for transport as required in line with current legislated requirements.
- Plan alternative arrangements in the event of adverse weather conditions.
- Inform families / guardians of the excursion details including purpose, destination, transport, costs and what they need to bring.
- Provide families / guardians with an excursion permission form to be fully completed to authorise their child's participation.
- Request and plan for additional adult assistance on the day. This may be families or additional staff if required.
- Arrange for suitable first aid, medication needs (epi-pen / asthma inhaler) to be taken as part of the excursion pack.
- Arrange for communication contact on the day via mobile phone.
- Arrange for the transport and provision of drinks and foods on the day (with consideration to food allergies).

In the event where a child is not attending an excursion they may be advised there will be no additional staff available for supervision at Pre-School on the day. Financial support to cover costs of an excursion will be offered to ensure participation if required. All efforts will be made to ensure all children are included in a positive and well supported manner where possible.

Additional factors may be required in planning for children with additional needs. At Goulburn Pre-School we will strive for inclusion in ALL aspects of the program including excursions and participation supported in a meaningful way.

Risk Assessment

The Nominated Supervisor will support staff and educators in the planning, preparation and risk assessments of the excursion. All aspects of the excursions need to be approved by the Nominated Supervisor prior to the event.

The Nominated Supervisor will ensure that a thorough risk assessment is conducted prior to any excursion to identify and assess any risk the excursion may pose to the health, safety and well being to any child or adult on the excursion. Supporting the management of identify risks will be the primary goal.

The risk assessment will consider:

- Destination, transport and duration of the excursion;
- Potential water hazards or any hazard associated with water based activities.
- The number of educators, children and adults involved;
- Proposed and planned activities;
- Identifying items to be taken in the excursion pack e.g. mobile phone, first aid supplies, required medications.

Where the excursion is a regular venue, a risk assessment needs only to be completed once, provided there are no changes to the venue, transport or any other elements of the excursion.

The Nominated Supervisor will appoint a Certified Supervisor to the excursion who will be in charge on the day.

Authorisations For Excursions

The Nominated Supervisor will ensure that:

For all excursions parents or the legal guardians will be provided with an excursion permission form with full details of the excursion including:

- Date, description, duration, cost and destination of the proposed excursion;
- Method of transport to be used and a map of the location;
- The reasons for the excursion and the planned activities on the excursion;
- The anticipated child:adult ration – specifying the number of educators, staff and other adults attending.
- A risk assessment has been completed and is available for consultation upon request.

If the excursion is a regular outing, authorisation can be requested once in a 12 month period where circumstances do not change.

No child will be taken on an excursion unless a written permission from parents or legal guardian has been received.

Family Members and Volunteers

Family members are encouraged to participate in excursions to build relationships and connect with the program. They can also form part of the child : adult ratio (not to be included in the required educator ratio). There are some excursions where younger siblings may not be appropriate to attend however where siblings do attend they must be included in the child ; adult ratio.

Volunteers can be invited to attend an excursion where appropriate. They must be mature and responsible people who are aware of the responsibilities of taking the children out into the community.

Parents and volunteers for the excursion will be recorded on the Excursion Plan Format.

At no time are parents or volunteers to be left in sole charge of the children and will be in the presence and supervisor of a staff member at all times.

Parents and volunteers will be briefed of their role on the excursion and informed of any risks to be aware of, who has the first aid kits / medications and communications. They will be reminded that

Transport and Traffic

there is strictly no smoking at any point and our focus is on the safety and well being of all involved in the excursion.

The safety of the children will be considered in the choice of transport and the route taken.

Goulburn Pre-School will take into consideration applicable NSW road safety legislation (Road Rules 2008) as well as the Kids and Traffic recommendations for transporting children in buses as attached.

Water Hazards

Excursions to swimming pools or other water / swimming based activity will not be undertaken by Goulburn Pre-School.

Other excursions that may include the presence of a water hazard such as a river, lake or beach will require a full risk assessment with clearly identified risk management strategies that are effectively implemented.

Strategies may include: additional adults for supervision, selection of pathway furthest from the water hazard, improvisation of a visible barrier or the like.

Implementation of the Excursion

All educators, volunteers and children attending the excursion will be advised of the excursion time table, events (itinerary), special requirements, safety procedures, grouping of children and responsibilities.

A list of the children on the excursion will be left in the office of the Pre-School as well as a copy to be carried by the delegated Certified Supervisor.

Children will wear a badge / wrist band identifying the name of the Pre-School and mobile contact number for an emergency situation.

A notice will be prominently displayed in the foyer of the Pre-School which includes:

- Itinerary and time table;
- Mobile contact number;

Items to be included in the excursion pack include:

- A suitable stocked first aid kit including epi-pen and asthma reliever;
- Mobile phone;
- Children's emergency contact numbers;
- Children's medication as a required and relevant emergency action plans;
- General care requirements including: sunscreen, drinking cups, spare change of clothes, wipes and other items as required.

In the event that a child becomes separated from the group on excursion a member of staff will remain at the venue to manage the situation until resolved. Other children and adults will return to the Pre-School as planned. The Nominated Supervisor is to be advised immediately in this situation or in the event of a serious injury.

Evaluation

All excursions conducted by Goulburn Pre-School are relevant, safe and inclusive for all. Safety, enjoyment and connection within the local community will remain the focus of each excursion.

This policy and related planning and risk assessments will be reviewed in line with the unique requirements for each excursion location.

Resources and Attachments

- Goulburn Pre-School Excursion Permission Template
- Goulburn Pre-School Excursion Risk Assessment Template
- Goulburn Pre-School First Aid Policy
- Goulburn Pre-School Medical Conditions Policy
- Goulburn Pre-School Water Safety Policy
- Goulburn Pre-School Sun Safe Policy

- Community Child Care Co-Operative NSW Sample Policies

- Education and care Services National Regulation

- KidsafeNSW www.kidsafensw.org.au

- Kids and Traffic www.kidsandtraffic.mq.edu.au

- Work Health and Safety (WHS) Act 2011 / Work Health and Safety (WHS) Regulation 2011