



# Excursions Policy

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## BACKGROUND

Holy Family Catholic School Early Learning offer a balance of quality home days and exciting and challenging excursions for children. Water-based excursions where children are encouraged to swim are currently not included in the program.

## POLICY STATEMENT

Holy Family Catholic School Early Learning service considers excursions an integral part of the children's program and will be planned and implemented to provide a broad range of experiences. Parental permission will be sought for all excursions. Each excursion will be carefully planned, and the risks assessed.

## HOW THE POLICY WILL BE IMPLEMENTED

### 1. General

No child will be taken outside the service premises on an excursion without parent/guardian written authorisation (consent) on a form that includes the following:

- Child's name
- Reason for leaving the premises
- Date
- Description of the proposed destination
- Method of transport
- Proposed activities to be undertaken
- Period that the child will be away from the premises
- Anticipated number of children sharing the excursion
- Anticipated number of educators on the excursion
- Anticipated number of other staff and any other adults on the excursion
- An assurance that risk assessment has been completed.

Educator to child ratios for excursions will be in accordance with the Education and Care Services National Regulations and consideration of the risk assessment for the excursion. Where there are new children or new educators, these factors need to address in the assessment of risk. The risk assessment should address the following:

- The age and abilities of the children
- The destination and length of the excursion
- The transport to be used
- The previous experience of the accompanying adults
- The expected activities that children will participate in.

### 2. Weather

- When excursions are planned, staff will take consider possible changes in weather and temperature.

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- Weather forecasts will be checked from 48 hours prior and until the day of the excursion. Any weather warnings that may be related to the location of the excursion will require educators to implement contingency plans.
- If planned excursions are to areas where there is fire danger, close monitoring of the potential danger and appropriate actions are essential.
- Educators will ensure there are sufficient shaded areas for all the children to protect them from the sun, and undercover areas or enclosed areas to protect them from rain and cold weather. Hats and SunSmart clothing as well as weather protection must be followed in accordance to the Sun Smart policy
- Programs will be flexible enough to cancel, modify or shorten an excursion if it is in the children's best interests and to offer alternative experiences.

### 3. Family information

- All excursions will be publicised to families and there will be no change to the publicised itinerary unless the person in charge of the excursion decides it is necessary for the safety and wellbeing of the children.
- If the weather conditions require a change to the itinerary, the Coordinator will ensure that families are notified as soon as practicable. If this is before the departure time, a note on the day sheet or an email with the details of the change will inform families.
- All excursions will require parent/guardian authorisation.
- Families will be advised in the program if particular clothing is required, as well as snack/lunch requirements, and any other relevant information.

### 4. Other considerations

It is recommended that a site visit is completed when completing the risk assessment to ensure that risks are minimised.

#### 4.1 In the event a child becomes ill or sustains an injury whilst on the excursion

In accordance to the First Aid policy and the Incident/Illness/Injuries/Trauma Policy, the child will be given first aid and made comfortable. If the injury or illness prevents the child from participating in the excursion their parent/guardian will be contacted advising them of their condition and will be asked to collect them. In the event of a serious injury or illness, an ambulance will be called to transport the child to the appropriate hospital and their parent/guardian will be advised.

#### 4.2 In the event a child displays symptoms for an infectious disease or an infestation whilst on the excursion

In accordance to the First Aid policy and the Incident/Illness/Injuries/Trauma Policy, the child will be withdrawn from the main group and taken to a separate area, where the educator will further assess the child's current health condition and maintain surveillance whilst making the child comfortable.

An educator will contact the family or, if unsuccessful, the emergency contacts in order of priority and advise the emergency contact of the child's condition and request that the emergency contact make immediate arrangements to collect the child from the excursion.

### 5. Transport

The bus driver must be accredited under the Passenger Transport Act 1994 and possess a current authorisation certificate.

#### 5.1 in the event of a breakdown

Private bus charter companies must have back-up services in case of breakdowns. The staff member in charge will inform the parents of the breakdown if necessary.

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## 5.2 In the event of an accident:

In the case of a vehicle accident the staff person in charge or driver will:

- Check to see if any children or staff are hurt, conduct first aid and phone for an ambulance if necessary.
- Comfort and calm the children.
- Ensure that the children are safe at all times.
- Take the required details of the other driver involved: name, contact, registration number, driver's licence, insurer and any damage made to either vehicle
- Phone the centre to inform the Coordinator, and organise alternative transport.
- Phone the police if necessary.
- Make an accident report on return to the Service.

The Coordinator will inform the parents of the incident and ensure that all the appropriate accident procedures are undertaken.

## 6. ROLES AND RESPONSIBILITIES

### 6.1 Coordinator and Educators will be responsible for:

- Meeting the needs of children who require medication, in accordance with the Medical Conditions Policy.
- Implementing Policies in relation to excursion
- Implementing the service's Sun Smart Policy on all excursions.
- Informing families about food for excursions.
- Developing strategies to enable employees to have breaks.
- Completing a Risk Assessment for the excursion. This includes the proposed activities, duration of the excursion and what items should be taken on the excursion.

### 6.2 Families will be responsible for:

- Providing consent for their child to attend the excursion
- Not sending their child on an excursion if the child has any signs of being unwell.
- Adhering to the requests from the Service about clothing to be worn, food not to be brought and any other specific requests.
- Being punctual and having children at care with sufficient time for the educators to make the essential final arrangements for scheduled departures.

## 7. EXCURSION CHECK LIST

### 7.1 Prior to excursion

- The Coordinator will provide information regarding behaviour expectations relevant to the excursion prior to departure.
- All children will be instructed what to do if they are separated from the group.
- Wrist bands or other identification will be given out to the children to wear identifying they are from our Early Learning service with a contact number.

### 7.2 To take on excursion

- A first aid kit, including SPF 30+ broad spectrum water resistant sunscreen.
- A fully charged mobile phone.
- A list of all children on the excursion and a list of emergency phone numbers.

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### 7.3 On excursion

- Before the children use the public toilets, an educator will check them to ascertain the safety and hygiene risks. An educator must always accompany children to the toilet and exercise due diligence to ensure safety until all children have finished using the facilities.
- Children will have access to drinking water as required.
- Children's presence will be continually checked whilst on excursions.
- Educators will communicate via walkie talkies or mobile phones.

### REFERENCES:

- Quality Area 1 – Educational program and practice
- Quality Area 2 – Children's health and safety
- Quality Area 3 – Physical environment
- Quality Area 4 – Staffing arrangements
- Quality Area 5 – Relationships with children
- Education and Care Services National Regulations (2011) R 99, R 100, R 101, R 102, R 165, R 167, R 174
- Education and Care Services National Law Act (2010) S 167
- Risk Assessment Policy
- Sun Smart Policy
- First Aid Policy
- Incident, Injury, Illness and Trauma Policy
- [CESA Camps, Excursions, Sporting and Adventure Activities Procedure](#)

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