Excursion Policy

NQS

<table>
<thead>
<tr>
<th>QA2</th>
<th>2.3.1</th>
<th>Children are adequately supervised at all times.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2.3.2</td>
<td>Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.</td>
</tr>
</tbody>
</table>

National Regulations

<table>
<thead>
<tr>
<th>Reg</th>
<th></th>
<th>Risk assessment must be conducted before excursion.</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td></td>
<td>Risk assessment must be conducted before excursion.</td>
</tr>
<tr>
<td>101</td>
<td></td>
<td>Conduct of risk assessment for excursion.</td>
</tr>
<tr>
<td>102</td>
<td></td>
<td>Authorisation for excursion.</td>
</tr>
</tbody>
</table>

Aim

The Yellow Cottage 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 service 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.

Related Policies

Staffing Arrangements Policy
Transportation Policy

Implementation

Excursion Risk Assessment and Planning Process

- The service 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. The service must comply with these requests and make all information available to parents if requested.

• Using the Excursion Risk Assessment Form attached to this policy, the service must take into consideration the following –

  o 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.

  o Any water hazards.

  o Any risks associated with water-based activities.

  o Transportation (to and from).

  o The ratio of adults and children which must comply with the ratios in the Staffing Arrangements Policy.

  o Specialised skills required (such as life-saving skills).

  o Proposed activities.

  o Proposed duration.

  o 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 to 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. This authorisation only needs to be obtained once every 12 months for regular excursions. (e.g visits to the SGS and the Chapel)

Transport Considerations
The means of transport must be stated on the permission note.

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.

Trains – contact the station 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. Arrangements should be made to arrive at the station with an adequate amount of time to allow for safe boarding. This will allow the station to inform the train guard so that he / she can hold the
train for the period of time for safe boarding and alighting. All children should be seated at all
times, with an adult close by. All children should be seated in the one carriage, if possible.

Cars – Any motor vehicle that is used to transport children on an excursion (other than a motor
vehicle seating more than nine persons) is 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.

Insurance
Any excursion planned must be consistent with the requirements / exclusions of the Public Liability
Cover held by the service.
Excursion Risk Assessment Form

As a part of the Excursion Risk Assessment Form, the service must complete the following details when planning an excursion -

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
__________________________________________________________________________________
__________________________________________________________________________________
## Risk Assessment Checklist

Please circle.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Risk Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>yes</strong></td>
<td><strong>no</strong></td>
<td><strong>N/A</strong></td>
</tr>
<tr>
<td><strong>yes</strong></td>
<td><strong>no</strong></td>
<td><strong>N/A</strong></td>
</tr>
<tr>
<td><strong>yes</strong></td>
<td><strong>no</strong></td>
<td><strong>N/A</strong></td>
</tr>
<tr>
<td><strong>yes</strong></td>
<td><strong>no</strong></td>
<td><strong>N/A</strong></td>
</tr>
<tr>
<td><strong>yes</strong></td>
<td><strong>no</strong></td>
<td><strong>N/A</strong></td>
</tr>
<tr>
<td><strong>yes</strong></td>
<td><strong>no</strong></td>
<td><strong>N/A</strong></td>
</tr>
<tr>
<td><strong>yes</strong></td>
<td><strong>no</strong></td>
<td><strong>N/A</strong></td>
</tr>
<tr>
<td><strong>yes</strong></td>
<td><strong>no</strong></td>
<td><strong>N/A</strong></td>
</tr>
<tr>
<td><strong>yes</strong></td>
<td><strong>no</strong></td>
<td><strong>N/A</strong></td>
</tr>
<tr>
<td><strong>yes</strong></td>
<td><strong>no</strong></td>
<td><strong>N/A</strong></td>
</tr>
<tr>
<td><strong>yes</strong></td>
<td><strong>no</strong></td>
<td><strong>N/A</strong></td>
</tr>
<tr>
<td><strong>yes</strong></td>
<td><strong>no</strong></td>
<td><strong>N/A</strong></td>
</tr>
</tbody>
</table>
Sources
Education and Care Services National Regulations 2011
National Quality Standard

Review
The policy will be reviewed annually.
The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed: 1/12/14   Date for next review: 1/12/15