

Policy Document No: ELC06  
Category: Early Learning  
Topic: Excursions Policy



**Date of issue:** April 2005  
**Last Review Date:** May 2014

### Considerations

Children are encouraged to develop to their full potential; provide a safe and caring learning environment.

**Children's needs:** Stimulating environment; wide range of experiences.

**Parent's needs:** Information about their child's activities; safety practices on excursions; option to withdraw their child from excursions if wish.

**Staff needs:** Clear guidelines for excursions; appropriate staff: child ratios; support from parents; excursions to complement children's programs.

**Management needs:** To meet all legal requirements in relation to excursions.

### Background and legislation

- *National Law: Section 167*
- *Education and Care Services National Regulations, Part 4, Regulations 100–102, 168, Ministerial Council For Education, Early Childhood Development and Youth Affairs, 2011*
- *Guide to the National Quality Standard, 2.3.1*

### Policy Statement

Excursions are considered to be an integral part of the children's program and will be arranged accordingly to provide a broad range of learning experiences for children. Age appropriate practice will be taken into consideration during the planning of excursions, and if it is not deemed to be age appropriate for an excursion, incursions can be arranged to facilitate the extension of inquiry and understanding.

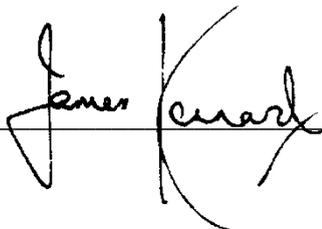
### How the policy will be implemented, specific practices and procedures

- Excursions will be planned to provide opportunities for children to expand their understanding of the arts, e.g. theatre, music, dance, drama, art exhibitions etc., or to compliment a unit of work.
- Parental permission will be sought in advance for all excursions in compliance with the *Education and Care Services National Regulations 2011*.
- All excursions will have the 'excursion plan' publicised to all parents/guardians with full details of destination, date and times of departure and return, staff and volunteers attending, any special items children are required to bring, the method of transport used for the excursion and proposed activities to be undertaken by the children during the excursion. 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 well being of the children.
- On excursions from the centre children will at all times be in the charge of a responsible, contactable, adult staff member. The office will have the staff members contact details in case of an emergency.
- A risk assessment will be carried out for an excursion before permission is sought. The risk assessment will identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion, and detail strategies for minimising and managing those risks.

The risk assessment will take into account:

- the proposed route and destination for the excursion
- any water hazards and risks associated with water based activities
- the method of transport
- the number of adults and children involved in the excursion given the risk/s posed, the number of educators or other responsible adults that is appropriate to provide supervision and whether any specialised skills are required to ensure children's safety
- the proposed activities
- the likely length of time of the excursion
- the items that should be taken on the excursion.
- In determining the required adult: child ratio for each outing the following will be considered:
  - The age and abilities of the children.
  - Any water hazards and risks associated with water based activities
  - The destination and length of the excursion.
  - The methods of transport.
  - The previous experience of the accompanying adults
  - The type of activity.
- Written permission will be obtained from parents/guardians whose children are participating in the excursion. The parent's/guardians signed authority will include the child's name; the reason the child is to be taken outside the premises; date, destination, times of departure and return, parent's emergency contact details, the telephone number of the child's registered medical practitioner or medical service transport arrangements, a description of the proposed destination for the excursion; the proposed activities to be undertaken by the child during the excursion; 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; and the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and that a risk assessment has been prepared and is available at the service.
- Excursions requiring transport will require that parents/guardians sign a consent form for their child's participation. The consent form will provide parents with full details about travel arrangements and other details as listed above.
- The contact staff member in charge of the excursion will have a list of the children on the excursion and the emergency contact details provided by parents on their authorisation form.
- A fully equipped and properly maintained First Aid Kit will be taken on all excursions from the premises. *Education and Care Services National Regulations 2011, Part 4, (74.4a)*
- The contact staff member in charge of the excursion will have a mobile telephone, which is turned on, and on which he/she may be contacted at all times during the excursion.(74.4c)
- Children may be taken on walking excursions within the community when parents have signed the authority contained within the enrolment form.
- Adult volunteers may be used to augment adult: child ratio's on outings. Parents/Guardians may be invited to assist in this regard.
- Parents/guardians are requested not to send their child on an excursion if they display any signs of being unwell. This is in the interests of everyone concerned.
- Parents attending as volunteers to an excursion, are requested to not bring siblings unless prior consent is given by the organising staff member.

Approved by the College Principal:



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Date: May 2014