

EXCURSION AND REGULAR OUTING POLICY & PROCEDURE

Section 165, Regulations 89,90,99-102, 122-124, 136, 168-172

EXCURSION AND REGULAR OUTING POLICY

Policy Statement:

Tenison Woods College Early Learning & Community Centre recognises the significance of excursions as an essential component of the children's program. Excursions will be carefully planned and executed to offer a diverse range of experiences. Prior parental permission will be obtained for all excursions and comprehensive risk assessments will be conducted. We are committed to ensuring the safety, health and wellbeing of all children in our care at all times.

Background

The Education and Care Services National Regulation require approved providers to ensure their services have policies and procedures in place for managing excursions to ensure the safety of all children and staff at Tenison Woods College Early Learning & Community Centre.

National Quality Standards (NQS) Links

QUALITY AREA 2: CHILDREN'S HEALTH & SAFETY		
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

Legal and Regulatory Requirements:

This policy adheres to the following regulations and frameworks:

- South Australian regulations related to excursions and regular outings in early childhood education and care settings.
- Australia's Education and Care Services National Regulations, especially section 165 supervision of children
- Early Years Learning Framework (EYLF) and the National Quality Standard (NQS), particularly Quality Area 2: Children's Health and Safety.

Regulation 89 - First aid kits

- *First aid kit will be checked and taken on all excursions outside the Centre.*

Regulation 90 - Medical Conditions Policy

- *All children with known medical conditions, will have their medications taken on the excursion outside the Centre.*

Regulation 99 - Children leaving the education and care service premises

- *A child may only leave the premises for an excursion of regular outing if written permission is gained from the child's parent or authorised nominee named in the child's enrolment record.*
- *A parent does not include a parent who is prohibited by a court order from having contact from the child.*

Regulation 100 – Risk assessments must be conducted before excursion

- *Risk assessments are carried out for incursions, excursions and events in the Centre with consideration of all risk factors, including child and family voice, gained through sharing the risk assessment prior to the excursion, incursion or event.*

Regulation 101 – Conduct of risk assessment for excursions

- *Risk assessment must identify and assess the risks that may pose safety, health or wellbeing threats to a child and how these will be managed and assessed.*
- *Risk assessments must consider:*
 - *Proposed route and destination, water hazards, risks associated to water-based activities;*

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- If involving transport, the means of transport, requirements for seatbelts or safety restraints under Federal and South Australian law, entering and exiting the Centre to access the transport mode and embarking and disembarking, including how each child is accounted for.
- Risk assessments must consider the number of adults and children on the excursion and the risks posed by the excursion and whether the number of educators and/or responsible adults is appropriate or whether adults with specialised skills are required.
- Risk assessments must consider the safety of the activity, the time needed and items that must be taken on the excursion.

Regulation 102 – Authorisation of excursions

- Written authorisation for parent or caregiver (as noted on child's enrolment) has been provided.
- The authorisation must state: child's name, reason for the excursion, if the authorisation is for a regular outing or an excursion, if an excursion the date of the excursion, if the excursion involves transport, type of transport, if seatbelts or safety restraints are required, proposed activity, period of time away from the Centre, anticipated number of children attending the excursion, the anticipated ratio of staff and adults accompanying and supervising the children and explanation that a risk assessment has been prepared and is available to be viewed.
- If the excursion is a regular outing, authorisation is required once in a 12 month period.

Regulation 122 – Educators must be working directly with children to be included in ratios

- An educator can only be included in child ratio of a centre-based service if they are working directly with the children at the service.

Regulation 123 – Educator to child ratio – centre based service

- Onsite 1:11 (3-5 years)

Regulation 136 – First aid qualifications

- At least one staff member or nominated supervisor holds a current approved first aid qualification, anaphylaxis management training and emergency asthma management training.
- The approved first aid qualification is current only when emergency life support training and cardiopulmonary resuscitation training was completed in the last year.

Regulation 168 – Education and care services must have policies and procedures

- Our Centre has policies and procedures as set out in sub regulation 2 in Regulation 168.

Regulation 170 – Policies and procedures to be followed

- Nominated supervisors, staff members and volunteers have an understanding of all policies and procedures and ensure they are followed at the service.

Regulation 171 – Policies and procedures to be kept available

- Digital copies of our policies and procedures are available via a QR code in our foyer, in our digital PowerQIP and in our handbook. A hard copy of our policies and procedures can be found in the ELCC Office.

Regulation 172 – Notification of change of policies and procedures

- All families are notified and sent updated policies and procedures.
- If a change to policy is planned, significantly affecting families, they will be given 14 day's notice.

Principles to inform our policy:

All decision-making should be carried out in accordance with the principles of our service's Excursions Policy.

- Children's connection with the world around them contributes to their sense of belonging. Therefore, our educational program includes excursions and regular outings to promote opportunities for the children to build connections with the local community.
- Children's safety, health and wellbeing is paramount, and all experiences for the service, including excursions and regular outings, will be conducted in a way that minimises and addresses any risks identified.
- Clear and concise roles and responsibilities will ensure management, educators and staff are aware of their roles and responsibilities in relation to excursions and regular outings.

Key Terms:

- **ACECQA (Australian Children's Education and Care Quality Authority):** The independent national authority that administers the National Quality Framework.
- **Authorised person:** A parent or family member of a child who is being educated and cared for by the service or educator, or their authorised nominee.

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- **Excursion:** An outing organised by an education and care service or educator but does not include an outing organised by an education and care service provided on a school site if: (a) the child or children leave the education and care service premises in the company of an educator; and (b) the child or children do not leave the school site.
- **Regular Outing:** In relation to an education and care service, means a walk, drive or trip to and from a destination: (a) that the service visits regularly as part of its educational program; and (b) where the circumstances relevant to the risk assessment are the same on each outing.
- **Risk Assessment:** Assessing the risk means working out how likely it is that a hazard will harm someone and how serious the harm could be.

Links to other policies:

This policy is linked to related policies and procedures, including:

- Incident, Injury, Trauma and Illness
- Dealing with Medical Conditions in Children
- Emergency and Evacuation
- Safe Transportation of Children
- Providing a Child Safe Environment
- Nutrition, Food and Beverages, Dietary Requirements
- Sun Protection
- Water Safety
- Sleep and Rest for Children
- Acceptance and Refusal of Authorisations
- Delivery of Children to, and Collection From, Education and Care Service Premises

Induction and Ongoing Training:

- Induction training and ongoing training will be provided to managers, coordinators, educators, and staff to assist them in fulfilling their roles effectively in implementing this policy.

Policy Created/Reviewed:

- This policy was created in January 2024 and will be reviewed annually or as necessary to ensure compliance with regulations and alignment with best practices.

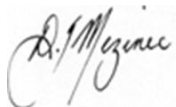
Monitoring, Evaluation, and Review:

- This policy will be regularly monitored for compliance by designated staff members and reviewed as necessary to ensure it aligns with current regulations and guidelines.

References:

- Camps and Excursions Guidelines.
- Duty of Care Policy CESA 2020
- Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority
- South Australian Laws and Regulations for Education and Care Services

Reviewed by David Meziniec
Tenison Woods College Principal



Signed:
Dated: 14.7.24

Reviewed by Fran Scanlon
Early Learning & Community Centre Director



Signed:
Dated: 11.7.24

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EXCURSION AND REGULAR OUTING PROCEDURE

Procedure Statement:

The Excursion and Regular Outing Procedure is of utmost importance as it ensures the safe and enriching experiences of children during excursions. By adhering to this policy and procedure, we prioritise their wellbeing, implement appropriate risk assessment measures, maintain effective communication with families, and comply with relevant laws and regulations. This policy reinforces our commitment to providing holistic learning opportunities that extend beyond the confines of the Centre.

Procedure

Children will only participate in excursions outside the premises of Tenison Woods College Early Learning & Community Centre with written authorisation from their parents or guardians. The consent form will include the following information:

- Child's name
 - Reason for leaving the premises
 - Date
 - Description of the proposed destination
 - Method of transport (private vehicles are strongly discouraged)
 - Proposed activities during the excursion
 - Duration of the excursion
 - Anticipated number of children and educators on the excursion
 - Anticipated number of additional staff and adult supervisors
 - If volunteers are required (only volunteers who have completed the Tenison Woods College Volunteer Registration and have either a Working With Children Check or a Catholic Police Check).
 - Assurance of completed risk assessment, including any special requirements such as clothing, snacks/lunch, and drinks.
- Information regarding the excursion will be communicated to families, and any changes to the planned itinerary will only be made if deemed necessary for the safety and wellbeing of the children, as determined by the person in charge of the excursion.
 - In the event of weather conditions requiring a change in the itinerary, the Director will promptly notify families. If the change occurs before the departure time, families will be informed through a note on the day sheet or a take-home note detailing the revised details.
 - A comprehensive risk assessment, utilising the appropriate document in the Excursions Guidelines, will be conducted to determine the educator-to-child ratios for each excursion. This assessment will also consider the relevant sections of the National Law (sections 165, 167, and 174) pertaining to supervision. Factors such as the presence of new children or educators in the service will be addressed in the risk assessment. The assessment will encompass the following elements:
 1. Age and abilities of the children
 2. Destination and duration of the excursion
 3. Mode of transportation
 4. Experience of accompanying adults
 5. Planned activities for the children
 6. Potential weather conditions, including temperature
 7. Potential risks and barriers
 - Educators will ensure the availability of sufficient shaded areas to protect children from the sun, as well as undercover or enclosed areas to shield them from rain and cold weather. Weather forecasts should be checked 48 hours before the excursion. Services organising excursions during the summer months are advised to consult their local CFS, MFS, and/or the Bureau of Meteorology for weather warnings related to the excursion location. Contingency plans should be implemented if necessary.
 - Programs must be adaptable enough to cancel, modify, or shorten an excursion if it is in the best interests of the children, and provide alternative experiences.

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- If a planned excursion is to an area with a fire danger, careful consideration should be given to either cancelling the excursion or closely monitoring the potential danger with appropriate actions. The regular code of conduct for both children and educators will apply during excursions.
- The director will ensure that all relevant expectations pertaining to the excursion are fully explained prior to departure.
- If a parent wishes to volunteer they **MUST** be a registered volunteer with Tenison Woods College. To become a registered volunteer, they must complete the volunteer booklet, found in the ELCC office. They must complete the booklet, produce the RRHAN volunteer certificate (link found in booklet) and provide a current Working With Children Check or apply through the school for one. This can take up to 6 weeks. No parent will be allowed to volunteer unless all these checks are in place and documentation has been provided.

ELCC Excursion & Regular Outing Procedure and what is required to occur.

FOUR WEEKS BEFORE EXCURSION

1. Planning an excursion must occur **at LEAST 4 weeks prior to the excursion** or regular outing. Parents will need 3 weeks to return the slip.
2. A written request should be sent to the Director outlining the justifications for the excursion or regular outing. **This shall include a risk assessment of the applied excursion.** All proposals will be rejected without a risk assessment.
3. If approved the staff member will then need to ensure a ratio of:
Early Steps 1:4
Kindy 1:5
(Regulations are 1:6, we have lower ratios to always ensure the safety of the ELCC children and staff)
4. If a child with inclusion needs or requires additional one-to-one support is to attend the excursion, one person will be deemed to be always responsible for their safety, whether their parent, carer or a staff member, **they will not be included in the group ratio.** If unsure, talk with the Director.
5. This breakdown will be given to the Director, with all adults understanding their responsibilities, including the responsible person in charge of the trip, who will communicate with the centre and always carry their phone on the excursion.
6. If a bus is required, please contact info@mountgambierbuslines.com.au and send them a bus quote form (please see at the end). If the Director agrees to the quoted price, they will provide you with a purchase order number to be sent to the bus company.
7. Draft a letter for families about the excursion or regular outing, to be proofread and approved by the Director before being sent out.
8. When approved, the office will send out to families with the permission slips to be signed and returned. This is to be done electronically via Seesaw. Additional slips can be kept in rooms.
9. If volunteers are attending, they must have a completed a Tenison Woods College Volunteer pack and a current Working with Children Check.

ONE WEEK PRIOR TO EXCURSION

1. One week prior to the excursion all documentation will be followed up by Tanya or Audine. They will ensure all parents have signed the permission slips and collate a list of emergency contacts for you to take with you on the excursion.
2. All permission slips will be collated and filed.
3. They will communicate with Director, notifying of any gaps. Only when the Director gives the responsible person of the excursion the all clear, may you proceed with leaving for the excursion.

DAY OF EXCURSION

1. On the day of the excursion, go to the Front Office and sign out a first aid kit from the school. Take any children's medication you may need from the First Aid cupboard.
2. Ensure you have talked to the staff, volunteers and children about safety.
3. Pack spare clothes, wet wipes and bags for accidents.
4. Regular head counts to occur before, during and after the excursion and regular outing. Using checklist provided.

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5. Before leaving the Centre, notify the Director or the Responsible Person on site. Record how many children, staff and volunteers you are taking, the responsible person, the times and where. This will be a permanent board outside the Director's office.
6. Once responsible person is at the bus with the children, they are to first check the bus, ensuring it meets the bus risk assessment, provided by the bus company (Mount Gambier Buslines) and takes the bus drivers name and phone number.
7. Once checked, children, staff and volunteers can enter the bus, ensuring each person has a seat and the seat belts are done up.
8. Children are told not to undo their seatbelts or get up and move around while the bus is moving and only when asked, will stand up and exit the bus.

DURING EXCURSION

1. One designated leader on trip
2. Regular head counts ensuring safety
3. Have the bus drivers' phone number
4. Consistent communication between team members
5. When returning, head count before leaving and ring ELCC to notify them of your imminent return.

AFTER EXCURSION

1. Head count
2. Return first aid, clothes and anything else to designated place
3. Reflect on excursion, look over risk assessment and note anything that didn't go well or needed adjustment

EXCURSION CHECKLIST (Breakdown)

Four week's prior (1 month)

- Write risk assessment for trip
- Gain permission from Director, write a justification of why you want to go, how it links to learning, risk assessment, breakdown of ratios.
- If bus required, fill in a quote form and sent to Mount Gambier Bus Lines info@mountgambierbuslines.com.au, if Director approves, she will give you a purchase order to go forward.
- Cost the excursion
- Write letter
- Send draft of letter to Director for editing and approval

Three weeks prior

- Send out letter to the excursion and permission slips collected by office.

One week prior

- One week prior to the excursion, give all the collected excursion forms and money to Office staff, they will collate and ensure there are no gaps.
- Director to give all clear to go ahead
- Ensure Risk Assessment is signed and placed in Risk Assessment folder.

Day of excursion

- Collect all children's medications
- First aid bag from school
- Spare clothes - 2 sets
- Nappy bags
- Wipes
- Collect collated data sheet of emergency contacts from Tanya or Audine
- Ratios written down and given to Office/Director
- Record outside Director's office - Record how many children, staff and volunteers you are taking, the times and where and notify Director or responsible person of your imminent departure.

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During and after excursion

- Take driver's number
- Head counts – consistently and check of on list. This list is to be filed on your return to the ELCC.
- Ring ELCC to indicate your return or message the Director.
- Return first aid kit
- Reflect on risk assessment, what went well, what needs improving and why. Document in One Note and plan from experience

REGULAR OUTING PROCEDURE (Tenison & Marist Park)

- Every room to have own Risk Assessment for Regular Outings and Saved on One Drive and signed and placed in the Risk Assessment folder in Director's Office, these are updated annually.
- Always have room first aid kit with you
- Regular head counts to occur before, during and after the excursion and regular outing.
- Ratios are determined the same as the Centre 1:11, due to Centre on Tenison land and families signing a permission slip for Marist Park when enrolling.
- If a child with high inclusion support is attending the regular outing, this child must have one to one support, **counted outside of ratio**. Please discuss with the Director if you are unsure.
- This must be communicated with Director or Responsible Person on site before leaving the Centre.
- Before leaving the Centre, notify the Director or the Responsible Person on site. Record how many children, staff and volunteers you are taking, the times and where. This will be a permanent board outside the Director's office.

DURING REGULAR OUTING

- One designated leader on outing
- Regular head counts ensuring safety
- Consistent communication between team members
- When returning, head count before leaving

AFTER EXCURSION

- Head count
- Return first aid, clothes and anything else to designated place
- Reflect on excursion, look over risk assessment and note anything that didn't go well or needed adjustment

REGULAR OUTING CHECKLIST (Breakdown)

- Ensure Risk Assessment is signed and placed in Risk Assessment folder (to be reviewed annually.)
- Room first aid bag – if Tenison
- Room first aid bag and medications - if Marist Park
- Ratios written down and given to Office/Director
- Record outside Director's office - Record how many children, staff and volunteers you are taking, the times and where and notify Director or responsible person of your imminent departure.
- Head counts – consistently
- Reflect on risk assessment, what went well, what needs improving and why. Document in One Note and plan from experience

Responsibilities

The approved provider will be responsible for:



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- Ensuring that obligations under the Education and Care Services National Law and National Regulations are met;
- Ensuring the appropriate risk assessments are completed and all relevant actions are undertaken prior to the excursion;
- Ensuring all children have written authorisation from families to leave the service on an excursion;
- Ensuring educator to child ratios are maintained during the excursion and address the risks identified (if applicable);
- Ensuring family members and volunteers attending the excursion are not left alone with any child or group of children;
- Taking reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policy and procedures;
- Ensuring copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff, volunteers and families, and available for inspection;
- Notifying families at least 14 day's before changing the policy or procedures if the changes will:
 - Affect the fees charged or the way they are collected; or
 - Significantly impact the service's education and care of children; or
 - Significantly impact the family's ability to utilise the service.

The Nominated Supervisors/ Director will be responsible for:

- Checking the risk assessment is completed by responsible person of the room going on the excursion, ensuring any risks are managed (prior to obtaining written authorisation from families);
- Ensuring a new risk assessment is completed when circumstances change for regular outings;
- Ensuring all children attending the excursion have written authorisation from families to attend prior to the excursion;
- Ensuring volunteers have relevant checks before being allowed to go on the excursion (Working with Children Check or Police Check and registered on the Tenison Woods College Volunteer Register, with completion of **Reporting Abuse & Neglect Training** for Volunteers online at: <https://www.plink.sa.edu.au/pages/signup.jsf>) and understand the details of the excursion, the expectations, and their supervision responsibilities;
- Verifying that all the required equipment and/or items are taken on the excursion (first aid kit, personal medication, medical management plans, mobile phone, emergency contact lists, etc.).

Educators will be responsible for:

- Responsible person for the room will follow the timeline (Appendix One) ensuring the smooth follow and preparation for excursion, regular outing, incursion or event;
- Ensuring a high-quality on-site program as an alternative for children not participating in an excursion, when appropriate;
- Planning for the needs of children requiring medication, following the guidelines outlined in the Medical Conditions Policy;
- Ensuring the excursion is carried out in line with the Excursion Policy and Procedures;
- Ensuring all children attending the excursion have written authorisation from families to attend prior to the excursion;
- Conducting a risk assessment for an excursion, ensuring any risks are managed (prior to obtaining written authorisation from families);
- Ensuring a new risk assessment is completed when circumstances change for regular outings;
- Ensuring the required educator to child ratios are in place and children are supervised at all times;
- Undertaking regular attendance checks to account for all children;
- Ensuring family members and volunteers attending the excursion understand your expectations and are not left alone with any child or group of children;
- Ensuring all children's health and medical needs are taken on the excursion (first aid kit, personal medication, medical managements plans, etc.);
- Implementing the service's Sun Protection Policy during all excursions;
- Providing families with information regarding food options for excursions;
- Developing strategies to enable employees to take breaks in accordance with the relevant Award.

Families will be responsible for:

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- Signing the authorisation forms for their child to attend the excursion and ensure all information required is up-to-date;
- Provide written authorisation for their child to leave the service premises on regular outings;
- Be aware of all the information about the excursion – ask questions if needed;
- If volunteering on excursions, understand the details of the excursion and the expectations and supervision responsibilities;
- Ensuring required medication for their child is in date and available to take on an excursion;
- Not sending their child on an excursion if the child displays any signs of being unwell;
- Adhering to the service's requests regarding appropriate clothing, food, and other specific requirements for the excursion;
- Ensuring punctuality and allowing sufficient time for educators to make necessary final arrangements before scheduled departures.