

# GUIDING PRINCIPLE EXCURSION

QUALITY AREA 1: EDUCATIONAL PROGRAM AND PRACTICE  
QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY  
QUALITY AREAS 5: REALATIONSHIPS WITH CHILDREN

**Introduction:**

PCYC-Out of School will plan excursions to extend the educational programming at the service. Excursions are designed to allow children to explore their physical and social environment, including their local community, away from the service’s premises (“My Time, Our Place” Outcome 2.1). Parental permission will be sought for all excursions and each excursion will be carefully planned and the potential risks assessed. When planning excursions, educators will take into consideration experiences that encourage children to investigate ideas, solve problems and use complex concepts and thinking, reasoning and hypothesizing and to transfer and adapt what they have learned from one context to another (“My Time, Our Place” Outcomes 4.2, 4.3).

**Governance:**

- All educators (whether casual, part time or full time) are subject to the policies and procedures in governing PCYC- Out of School Hours.

**Definition:**

- Educators: Staff who hold qualifications in Children Services
- Staff: Staff who don’t hold any qualifications in Children Services
- Routine Excursions: held weekly, fortnightly, monthly on a regular basis
- Non Routine Excursions: held as a once off

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# Policy

Educators will provide programmes that include, but are not limited to:

- Explore a wide range of experiences/ workshops and excursions
- Engage in intentional teaching
- Engage in child focus teaching
- Engage in unplanned experiences
- Engage in planned experience

## **Risk Assessment and Management:**

A Risk Assessment must be prepared for each excursion. Risk Assessment will include:

- The proposed route and destination for the excursion;
- Any water hazards;
- The transport to and from the proposed destination for the excursion;
- The number of adults and children involved in the excursion;
- The number of educators or other responsible adults required to ensure appropriate supervision. This number will be determined by taking into consideration the risks posed by the excursion and whether any adults with specialised skills are required;
- The proposed activities;
- The likely length of time of the excursion;
- The items that should be taken on the excursion, for example, first aid kit, mobile phone and a list of emergency contact numbers;
- Verbal instructions to children on appropriate behaviour expected whilst on excursions.

## **Authorisation:**

- Families' permission must be obtained before any child is taken outside of the service and specific permission is required for water play. By signing the excursion permission form, the family member is authorising their child to attend the activities stated. The following information will be included in the excursion authorisation form:
  - The child's name; and
  - The reason the child is to be taken outside the premises; and
  - The date the child is to be taken on the excursion; and
  - A description of the proposed destination; and
  - The method of transport; and
  - The proposed activities to be undertaken on the excursion; and
  - The period the child will be away from the premises; and
  - The anticipated number of children attending the excursion; and
  - The anticipated educator to child ratio; and
  - That a risk assessment has been prepared and is available at the service
- Excursions to locations visited on a regular basis such as local parks may be undertaken if families of children in the group have given excursion permission. If an excursion is a regular

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outing, the authorisation is only required to be obtained once in a 12-month period. Once an initial risk assessment has been carried out for regular outings, risk assessments are not required for subsequent outings to the same place, unless there is a change to the place or venue.

### Supervision:

- Children will be orientated to the risk elements and procedures prior to attending any excursion. This would include elements such as what to do if they become separated from the group, toilet procedures, talking to strangers etc.
- Adequate numbers of educators to effectively supervise the children must be rostered on for excursions. Numbers of educators must take into consideration the ages and developmental stage of the children attending the excursion and be based on a risk assessment of the excursion.
- Head counts must be conducted regularly throughout the duration of the excursion.
- Children will carry identification on excursions that clearly states the name of the service and the contact phone number.
- An educator must inspect all public toilets before children use them. An educator and at least one other child must accompany any child when using a public toilet.
- When walking the children, one educator must lead the group, another to follow at the back, and the remaining educators spaced along the group, walking on the road side of the footpath.
- When crossing a road, a pedestrian crossing must be used if possible. If there is no pedestrian crossing, the safest way to cross the road must be determined. One educator must step out onto the road, and if necessary, stop traffic from both directions. The remaining educators then lead children across the road.

### Information and Equipment:

Information and equipment to be taken on excursions will include:

- A list of all children with relevant personal details and family contact phone numbers.
- A list of emergency procedures and contact numbers.
- A first aid kit, including SPF 30+ broad-spectrum water resistant sunscreen.
- Any medication for children attending the excursion.
- A fully charged mobile phone.
- Other information/equipment noted on the Risk Management Plan.

### Lost Child:

In the event that a child is lost during an excursion the well-being and safety of the other children in the group will be considered and at least one educator will remain with the group.

- Inform other educators in your group.
- Ask the children if they have seen the missing child recently.
- Reassure any child who may be upset.
- Search the premises.
- Check the meeting points.

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- Ask the venue staff to begin a search and make an announcement over a loudspeaker if possible.
- Once initial checks have been undertaken and if the lost child has not been found, the Nominated Supervisor or the Responsible Person Certificate notify the Police and the family.

#### **Transporting Children to/from an excursion:**

- Children are only permitted to travel to an excursion on any form of transport with written permission from their families.
- If using public transport (such as bus, ferry, taxi, train, etc.) children must be effectively supervised at all times and never left unattended.
- In some circumstances where the site of the excursion is close to the service, it will be appropriate for children and educators to walk to the site.
- The decision to walk should be preceded by a risk assessment and the route should be determined consistent with the objective of ensuring the safety of educators and children.
- When using public or private transport it is important that each journey is risk assessed, for example, when travelling by bus:
- Ensure all bus operators hold appropriate licenses and insurance
  - Ensure they provide correct facilities i.e. wheelchair access if applicable
  - Ensure adequate adult supervision
  - Ensure children display appropriate behaviour

#### **Water Safety:**

- The service recognises the risks posed by bodies of water. The service will ensure that every precaution is taken so that children are able to enjoy water-based activities safely. Risk assessments will be carried out for programmed water-based activities.
- A range of factors shall determine the adequacy of supervision, including:
  - Numbers, ages and abilities of the children
  - Number and positioning of educators
  - Each child's current activity
  - Areas where children are playing, in particular the visibility and accessibility of these area Risks in the environment and experiences provided to children
  - Educators' knowledge of each child and each group of children, the experience, knowledge and skill of each educator.

#### **Ratios on excursions:**

- In accordance with the Education and Care Services National Law and Regulations, the service will ensure that the prescribed ratio of 1 educator for every 15 children is adhered to at all times the service is educating and caring for children.
- The ratio will reduce to 1 educator for every 8 children when on an excursion outside of the service premises unless both the below are met:
  - The completed risk assessment deems the activity suitable and safe for an increased ratio.
  - The Nominated Supervisor for the service has reviewed, approved and signed off on

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the risk assessment as noted above.

- The ratio will reduce to 1 educator for every 5 children when an activity incorporates a body of water
- When children are being transported we will maintain a 1 educator: 8 children during Vacation Care excursions and 1 educator: 15 children during Before and After School Care school bus runs not including the bus driver in the staffing ratio.

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**Documents Considered:**

My Time, Our Place

National Quality Standards (2.2)

Education and Care Services National Law 2018

Education and Care Services National Regulations 2018- Regulations 100,101 & 102

Philosophy

Management of Incident, Injury, Illness & Trauma Policy

Supervision Policy

Transport Policy

National Quality Standard (2.3)

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