

EXCURSIONS POLICY

1. Policy

Annie Dennis Children's Centre is committed to providing a varied and developmentally appropriate educational program. The Centre sees excursions as an extension of the program to facilitate greater learning opportunities.

2. Purpose and Scope

To ensure that children have safe and enjoyable excursions through planning and supervision and to define for staff, the responsibilities and requirements in planning and conducting excursions.

3. Practices

To minimise risks of accidents and injuries on excursions and to respond effectively to emergencies, the staff will adhere to the following procedures.

4. Procedures

4.1 Planning and approval process

Where staff believe that an excursion would enhance the educational program, they will submit a request for approval to the Director (see appendix 1). As part of the request they will outline clearly:

- details of the excursion, including how the excursion relates to the educational program provided to the children
- objectives and outcomes of the excursion
- mode of transport, if any
- proposed staff and adult-child ratio for each excursion
- cost and,
- effects, if any, on the children's current attendance times.

As part of the approval process, the director will consider:

- the cost of the excursion, participating children, and parents/guardians accompanying the children
- the staff and adult-child ratio for the excursion, in line with the regulations and taking into consideration the risks involved in the excursion, and the recommendations of staff, and
- ensure all staff member have first aid qualifications.

4.2 Preparation for the excursion

Once approved, the Director, in consultation with the room leader will:

- assess the requirements for the excursion
- book transport and venues, if any
- ensure that, wherever possible, the transport booked has seatbelts that are appropriate for the children and conform to Australian Standards (e.g. a bus)
- inform parents/guardians of the planned excursion and the cost (if applicable)
- provide parents/guardians with a permission form to complete for their child to participate on the excursion and,
- request adult participation in the excursion.

Staff in preparation for the excursion will:

- ensure each child's enrolment form has up-to-date emergency phone numbers and mobile phone numbers of the child's parents/guardians (photocopy the enrolment forms for the excursion)
- plan excursion travel, routes and locations that are safest and check the locations for safety hazards in advance or when arriving
- ensure the following items are in the excursion backpack:
 1. first aid kit and that it is fully stocked
 2. changes of clothing for children
 3. disposable wipes and gloves
 4. plastic bags
 5. emergency services phone numbers
 6. sunscreen
- be aware of the availability of toilets, water to drink, shade or where to wash hands
- if snacks are provided, ensure food is stored in appropriate food storage containers and is non- perishable
- ensure there is adequate water for the children to drink
- ensure each child has an identification name tag with the Centre's details and phone number
- ensure a mobile phone is available and fully charged and available at all times

- ensure all necessary medication and emergency management action plans are up to date and included with the photocopied enrolment forms
- ensure each child has an appropriate sunhat and sunscreen is applied (refer to our Sunsmart Policy)
- discuss excursion guidelines with the children prior to the planned excursion and on the day e.g. stay with the adult, hold their hand
- advise families to contact the office in an emergency situation. The office will contact the staff on the excursion and pass on any messages, and
- develop an itinerary that includes a time-table, alternative plan for bad weather, arrangements for snacks and drinks, arrangements for any additional needs children a minimum of one week prior to the excursion. A copy of the itinerary is to be left at the Centre office.

4.3 Procedure for ill children during excursions

In the event of a child falling ill during an excursion, the staff will follow Centre policy and contact the child's parent/guardian or emergency contacts as per the child's enrolment form.

(refer to immunisation, medical conditions and exclusion policy)

4.4 Supervision during excursions

The Centre conforms to the staff-child ratios set out in the *Children's Services Regulations 2009*. These ratios are the minimum requirements. Staff, in consultation with the Director, will determine the appropriate number of adults required to safely and adequately supervise the children during the excursion.

Factors which will be taken into account are the:

- type of excursion e.g. walk to the local park, bus trip to the museum, excursion near water
- length and time of excursion
- travelling on public transport, and
- the needs of individual children.

Parents and guardians who participate in excursions assist to make them a success for the children and for the program. During an excursion the parents and guardians will be counted as part of the adult-child ratio. It is for this reason that parents and guardians cannot bring siblings of child care children along on excursions. The parent's and guardian's responsibility and focus during excursions must be on the children assigned to their care.

The Children's Services Regulations 2009

Number of children	Number of adults
Under 3 years	
• 5 children	• 1 adult
Over 3 years	
• 15 children	• 1 adult

4.5 Safety during excursions

The staff will:

- ensure that children are buckled up if travelling by bus and that they are checked during the journey
- plan the safest route for walking excursions
- when walking on excursions use a walking commentary to help the children begin to develop life skills to keep safe and ensure the children are holding the adults' and each others hands
- choose locations that are safest and age appropriate
- never leave children alone and always maintain appropriate child-adult ratios
- ensure parents accompanying on the excursion are made aware of their level of responsibility
- ensure parents/guardians do not join or leave the excursion, excursions begin and conclude at the Centre
- be aware of unsupervised dogs in parks and traffic on roads and teach children appropriate behaviour
- brief parents on their expected role
- ensure parents/guardians are aware of the safety rules and procedures
- be responsible for all the children and in ensuring parents follow their instructions. Excursions are not a social event for parents
- make regular roll checks to ensure all children and adults are present, and
- choose a safe place for the children to play when on excursions. Playgrounds should be away from water and traffic hazards and the play equipment must be safe and age appropriate.

5. Evaluation

The Director will:

- assess whether issues/concerns raised in relation to excursions were resolved

A staff member will:

- complete an evaluation of excursion form at the end of the excursion (see appendix 2)

The **Excursion Policy** is linked to the *National Early Years Learning Framework*.

Outcome 2 Children are connected with and contribute to their world:
Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active civic participation.
Children become socially responsible and show respect for the environment.

Date Approved by the COM 8 February 2008

Next review date February 2010

Date Approved by the COM 20 June 2011

Next review date June 2013

Key Source Documents

- Better Health Channel www.betterhealth.vic.gov.au
- Children's Services regulations 2009, part 5, regulation 53

Appendix 1

Annie Dennis Children's Centre Staff Excursion Request form

(to be completed at least 4 weeks prior to the proposed date of the excursion)

Date of the proposed excursion	
Venue of proposed excursion	
Start time	
Finish time	
What is the educational value of the excursion to the children's educational program	
Will the excursion effect the children's normal hours of attendance? (kinder only) If yes, how?	
Will the excursion effect the staff hours of attendance? (kinder only) If yes, how?	
Proposed number of children attending the excursion	
Cost of the excursion	
Cost for each child (if applicable)	
Number of staff attending	
Number of additional adults attending	
Have you considered the safety requirements for the children?	

Room leader's name:

Room leader's signature:

Date:

Director's approval:

Date:

Appendix 2
Annie Dennis Children Centre Excursion Evaluation form

Date of excursion:		
Group/Room:		
Staff member completing evaluation:		
Location of excursion:		
Mode of transport (if any):		
Number of children who attended:		
Number of adults Parents: Staff:		
Were more adults required? If yes, why?	Yes	No
Was enough travel time allocated to the excursion destination and back to the Centre? Yes No If no, why?		
What can be improved for next time? Consider children's safety. Did you need to cross over a street? Weather? Shelter? Water? Access to toilets?		
Did you have to use any items from the backpack? If yes, ensure the item has been replaced.	Yes	No
Are there any other factors that were overlooked during the planning process or that have not been addressed in this evaluation? No If yes, what are they?		
Name of staff member:		
Signature of staff member:		
Once complete , discuss this evaluation with the Director or Assistant Director		
Signature of Director or Assistant Director:		