



## Excursion Policy

### **Aim**

To enhance each child's life experiences, social skills and sense of belonging by providing real life and community engagement opportunities ensuring that the engagement is genuine.

### **Strategies**

- A risk assessment must be conducted prior to the excursion going forward. If it is a regular excursion this risk assessment will be valid for the entire 12-month period. Other excursions or outings with transportation will require a risk assessment each time prior to the vent.
- Every excursion is to have a separate parent permission note for every child, unless it is a regular excursion of which a regular excursion permission form will be completed and current for 12 months for detailed destinations during the year.
- No child is to attend an excursion without a returned permission note, fully completed and signed.
- Excursion notes are to be given out at least one (1) weeks (7 days) prior to an excursion.
- Ratio must be decided on and upheld during any excursion; ensuring that adequate supervision is taken into account and this is communicated to families and per the details set out in the regulations.
- Vehicles must be fitted with appropriate child restraints, e.g. baby capsules, baby seats, seatbelts etc. Educators are to ensure all children are adequately and appropriately restrained before and during travel.
- Written authorisation **MUST** state:
  - Child's name
  - Date of excursion
  - Times of departure and return to the service
  - Proposed destination(s)
  - Planned activities to take place during the excursion
  - Anticipated number of children likely to be attending the excursion
  - Hats, sunscreen, appropriate clothing and footwear, water and food (if necessary) required for children attending the excursion
  - Method of transport/walking itinerary, including any child restraints or seatbelts required



- Anticipated ratio of educators to children attending excursion
  - Number of adults to be present, this is to include volunteers, students etc
  - Names of the educators that hold a current First Aid Certificate and will be responsible for First Aid
  - Emergency contact number for the excursion
  - Cost of excursion (if applicable)
  - Parent/Guardian signature and date
  - That a risk assessment has been prepared and is available at the service
- During the excursion the following items must be taken:
    - A roll/class lists of all children, educators and volunteers attending the excursion.
    - A list of parents' contact numbers for children attending the excursion.
    - First Aid Kit
    - A working mobile phone.
    - Class list is to be checked and a head count taken (at a minimum) during the excursion as follows; prior to leaving the service, once destination is reached, rest periods, prior to departure and on return at the service.
    - Hats, sunscreen, appropriate clothing and footwear, water, nappies, tissues and food (if necessary) are required for all children attending the excursion.

### **Volunteers and parents attending excursions**

- Adult (parent/volunteer/student) helpers must be at service 20 minutes prior to excursion departure so the educators can share any important travel information with them.
- Volunteers or parent helpers will be given verbal confirmation of their roles and responsibilities on an excursion, and this may also be in a form of written communication via e mail.

### **Excursions nearby or with water involved**

- If excursions of this kind take place, the risk and hazards will be identified and planning of ratio numbers will be discussed and decided upon between the Director



and educators. These will adhere to the regulations and ensure adequate supervision is being upheld.

### **First Aid**

- A fully stocked First Aid Kit is to be taken on all excursions
- All educators attending the excursion will have current first aid qualifications.

### **Excursion Evaluation**

- All excursions are to be evaluated by the Nominated Supervisor and educators within a week of conducting the excursion. The evaluation should include but is not limited to; educational outcomes for children, parent / volunteer participation, risk assessment and transportation guidelines, considerations for future excursions.

### **Relevant Legislation**

#### **National Quality Standards, Education and Care Services National Regulations and Early Years Learning Framework**

#### **National Quality Standard**

**Standard 1.1** - The educational program enhances each child's learning and development.

Element 1.1.3

**Standard 1.2** - Educators facilitate and extend each child's learning and development.

Element 1.2.1, 1.2.2, 1.2.3

**Standard 2.2** - Each child is protected

Element 2.2.1

**Standard 3.2** - The service environment is inclusive, promotes competence and supports exploration and play-based learning.

Element 3.2.3

**Standard 6.2** - Collaborative partnerships enhance children's inclusion, learning and wellbeing.

Element 6.2.1, 6.2.2, 6.2.3

#### **National Regulations**

Part 4.7 Leadership and Service Management



### Early Years Learning Framework

**Learning Outcome 1** – Children feel safe, secure and supported

**Learning Outcome 2** – Children are connected with and contribute to their world

**Learning Outcome 3** – Children have a strong sense of wellbeing

**Learning outcome 4** – Children are confident and involved learners

**Learning outcome 5** – Children are effective communicators

United Nations Convention On The Rights Of The Child

**Article 3** - All organisations concerned with children should work towards what is best for each child.

**Article 31** - Children have the right to relax, play and to join in a wide range of leisure activities.

## Resources

- *Education and Care Services National Regulations October 2011*
- *Belonging, Being & Becoming: The Early Years Framework for Australia*  
retrieved from : [https://www.acecqa.gov.au/sites/default/files/2018-02/belonging\\_being\\_and\\_becoming\\_the\\_early\\_years\\_learning\\_framework\\_for\\_australia.pdf](https://www.acecqa.gov.au/sites/default/files/2018-02/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf)
- *National Quality Standard* retrieved from:  
<https://www.acecqa.gov.au/nqf/national-quality-standard>
- *National Quality Standard Professional Learning Program: early Childhood Australia* retrieved from: [http://www.earlychildhoodaustralia.org.au/nqsplp/wp-content/uploads/2012/11/NQS\\_PLP\\_E-Newsletter\\_No47.pdf](http://www.earlychildhoodaustralia.org.au/nqsplp/wp-content/uploads/2012/11/NQS_PLP_E-Newsletter_No47.pdf)
- *Safe Transportation of Children factsheet* retrieved from:  
<https://www.acecqa.gov.au/sites/default/files/2020-08/Infosheet-SafeTransportationOfChildren.pdf>

## Monitoring and Review

- Review the *Excursion Policy* every 12 months.
- Provide families with opportunities to contribute to the review of this policy.