

3.5 Excursions

Policy Statement

Middle Park State School Outside School Hours Care will include excursions as a valuable part of its overall program. Excursions will provide enjoyment, stimulation, challenge, new experiences and a meeting point between Middle Park State School Outside School Hours Care and the wider community.

Risk assessments will be conducted for each excursion, identifying all foreseeable hazards, ensuring these are controlled appropriately. The Approved Provider is to confirm the approval of risk-assessments prior to the undertaking of any excursions. Parents are provided copies of risk-assessments on request.

Parent permission will be obtained before a child is taken on an excursion. Consent forms will outline excursion details. Consent forms will be stored in a manner consistent with the record keeping policy.

The Approved Provider also recognises their duty to comply with *Education and Care Services National Regulations 168 (2)(g), 99, 100-102*.

Related Policies

- 2.3 – Educator Ratios
- 2.24 – Children’s Participation and Decision Making
- 3.1 - Educational Program Planning
- 3.6 – Transport for Excursions
- 3.12 – Environmental Responsibility
- 3.13 – Water Safety
- 4.6 – Medication Administration
- 4.8 – Sun Safety
- 4.17 – Children with medical conditions
- 9.3 - Interactions and Communication with families
- 9.5 – Feedback and Complaints
- 10.9 – Risk Management and Minimisation
- 10.28 – Record Keeping and Retention

Auxiliary Documents

- 3.5.2 Excursion Checklist

Roles and Responsibilities

| | |
|----------------------|--|
| Approved Provider | <ul style="list-style-type: none"> • Ensure the service is supported to understand their obligations for risk-assessment and parent consent to support compliance with regulations • Ensure ample administration time is considered to develop risk-assessments in accordance with Education and Care Services National Law Act, 2010 and Regulations 2011. • Support the implementation of risk-assessments identifying and managing foreseeable hazards. |
| Nominated Supervisor | <ul style="list-style-type: none"> • Ensure procedures are followed so that risk-assessments and written parent consent is obtained before children are taken off-site. • Ensure a comprehensive risk assessment has been conducted by the Leadership team and approved by the Nominated Supervisor prior to any excursions taking place. The risk assessment will identify the educator to child ratios required to ensure children’s safety. • Support the Educational Leader to ensure parents are informed of the excursion details and risks involved. Parents will provide written consent for the activity. • Ensure the educators in attendance on the excursion are fit and capable for the intended activities, keeping in mind educator strengths and skill sets. |
| Leadership Team | <ul style="list-style-type: none"> • Conduct a comprehensive risk assessment prior to any excursions taking place. The risk assessment will identify the educator to child ratios required to ensure children’s safety. |
| Educational Leader | <ul style="list-style-type: none"> • Prepare and plan the vacation care program, ensuring there are contingencies in place for unplanned events. |

| | |
|-----------|---|
| | <ul style="list-style-type: none"> • Ensure written parent/guardian consent is obtained before children are taken off-site. • Prepare and plan the excursion folder/s prior to the excursion taking place, ensuring all required documentation has been collated. |
| All Staff | <ul style="list-style-type: none"> • Support a safe and enjoyable activity with children. • Follow instruction and risk-assessment plans. • Demonstrate responsiveness through positive support to children's behaviours as required. • Sight and sign the relevant risk-assessment plans. • Assist the Educational Leader in preparing children and resources prior to leaving the service. |

Procedures

Children's age, interests and abilities will be taken into consideration when planning excursions. Comments, suggestions and feedback from children and families will also be taken into account. When planning excursions, venue and transport costs will be considered, to ensure that excursions are financially viable to families.

Alternative arrangements will be planned in case of changed weather conditions.

Excursions Risk Assessments

Middle Park State School Outside School Hours Care shall not conduct any excursions before the Approved Provider has approved the excursions and endorsed the risk assessment. Both the Approved Provider and Nominated Supervisor are to ensure a comprehensive risk assessment has been documented and endorsed. The Approved Provider and Nominated Supervisor shall also ensure before any child is taken off-site, they have written parent authorisation as expressed below.

When planning an excursion, the Middle Park State School Outside School Hours Care Leadership Team will be responsible for facilitating a risk assessment process. Where possible, the risk assessment should collaborate with additional staff to ensure all foreseeable hazards are identified and reasonably controlled. Depending on the level of risk and previous experience, it may be necessary to visit the intended excursion site. Permission from the Approved Provider will need to be sought before staff are permitted to travel to a possible location during work time.

A risk assessment is not required for an excursion if—

- the excursion is a regular outing; and
- a risk assessment has already been conducted for the excursion; and
- that risk assessment has been conducted not more than 12 months before the excursion is to occur.

All excursion risk assessments will follow Middle Park State School Outside School Hours Care's risk assessment policy (see *10.9 Risk Management and Minimisation*). The risk assessment will:

1. identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and
2. specify how the identified risks will be managed and minimised.

And consider:

3. the proposed route and destination for the excursion;
4. any water hazards;
5. any risks associated with water-based activities;
6. the transport to and from the proposed destination for the excursion;
7. the number of adults and children involved in the excursion;
8. given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required (e.g. lifesaving);
9. the proposed activities;
10. the proposed duration of the excursion; and
11. the items that should be taken on the excursion (e.g. mobile phone, emergency contacts).

Vacation Care Risk Assessments

Risk assessments prepared for Vacation Care programs will be submitted to the P&C Executive no later than one meeting prior to the holiday period (e.g. risk assessments would be tabled at March P&C meeting for an April holiday period).

Authorisation from Parents

Written authorisation from a parent or other persons named with authorisation on the enrolment form, will be held by Middle Park State School Outside School Hours Care before the child is to be taken off-site. The written authorisation for an excursion must contain:

1. the child's name;
2. the reason the child is to be taken outside the premises;
3. the date the child is to be taken on the excursion (unless the authorisation is for a regular outing);
4. a description of the proposed destination for the excursion;
5. the method of transport to be used for the excursion;
6. the proposed activities to be undertaken by the child during the excursion;
7. the period the child will be away from the premises;
8. the anticipated number of children likely to be attending the excursion;
9. the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion;
10. the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and
11. that a risk assessment has been prepared and is available at Middle Park State School Outside School Hours Care.

Excursion Preparation

1. All educators attending the excursion must read and sign off on the relevant and specific excursion risk assessment/s, prior to attending on the day.
2. The Educational Leader will ensure the excursion checklist (see 3.5.2) is completed prior to departing for the excursion.
3. Adequate steps will be taken when selecting transport (*See Policy 3.6 – Transport for Excursions*).

Viability of Excursion

Limited bookings impacting viability may result in the excursion being cancelled. Contingency plans should be created for all planned excursions. Communication with impacted families will occur at the earliest possible convenience. Any complaints and feedback can be handled as per *Policy 9.5 Feedback and Complaints*.

During the Excursion

There will be no changes to the notified itinerary except in an emergency and as would ensure the wellbeing and safety of the children.

The following items will be taken on all excursions and be readily accessible to educators at all times:

- First aid kit, medications and forms, medical management plans and medical devices as required;
- Attendance record/roll and staff roster;
- Emergency contact details and numbers for children and staff; and
- A telephone or access to one.
- The service camera will be taken on the excursion for educators to record and document children's experiences.

Supervision

Unless otherwise specified in the risk assessment the following procedures will be practiced on excursion:

- head counts will be made at regular intervals and when moving from one area to another.
- educators will provide active supervision, ensuring educator to child ratios are maintained at all times.
- toilets and change rooms - where no male (or female) educator is available to supervise the boy's toilets (or girls toilets), female (or male) educators must satisfy themselves that it is safe for the child/ren to access the toilets and will remain in suitable proximity to the toilet area until all child/ren have returned.

- educators will satisfy themselves that all environments are safe for use before allowing the children access to it.
- children will not be left in the sole care and custody of bus drivers or any other persons during excursions.

In the event of injury occurring during an excursion, procedures as set out in the *4.5 - Incident, Illness, Injury or Trauma Policy* will be followed.

After the Excursion

Educators will inform the assessment of the evaluation of the excursion. Typical observations and documentation addressing the children’s learning and wellbeing outcomes will be recorded. Additionally, at the next team meeting, the excursion and risk management plans will be evaluated collectively.

Relevant Laws and Provisions

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Work Health Safety Act 2011*
- *National Quality Standard, Quality Area 2 – Children’s health and safety; 4 - Staffing arrangements; 5 - Relationships with children; and 6 - Collaborative partnerships with families and communities.*

ECEC Regulation Compliance

- *Education and Care Services 168 (2)(g), 99, 100-102*

| Policy Controls | | | |
|------------------------|---|------------------------|------------|
| Endorsed by: | Middle Park State School Parents & Citizens Association | Date Endorsed: | 16/11/2021 |
| Date implemented: | 13/12/2021 | Date families notified | 29/11/2021 |
| Version: | 3.5-2021/1 | Date of review | 16/11/2022 |