

## EXCURSIONS Policies and Procedures

Links to Regulations: 98, 99, 100-102, 136, 168 (2) (g), 181, 183, 320, 323, 326-27 Links to quality areas, standards or elements: 1, 2.3, 4.1, 6, 7.1, 7.3

### Rationale:

In supporting children to develop community awareness, cultural diversity and an understanding of our world the Centre values the provision of a wide range of experiences, including those in the outdoor learning environment. Activities outside of the Centre may be organised. Parents and guardians will be invited to attend excursions with their children where appropriate.

On walks, staff are aware of road safety rules and maintaining appropriate behaviour among the children to ensure their safety. Educators will use these experiences as a means to educate children about road safety rules and their implementation.

### Strategies, Practices and Procedures:

- Information about these excursions will be provided to parents prior to the event.
- For excursions or activities that require payment, transport or the crossing of main roads, specific written consent will be required from parents or guardians.
- If the excursion is a regular outing, the parent authorisation is only required to be obtained once in a 12 month period (e.g. transition visits: walking to Balaklava Primary School, to the supermarket or around the block for fitness).
- If parents do not consent for their child to participate in the excursion a modified program may be offered at the Centre.

A *Risk Benefit Assessment* form will be completed by staff prior to the excursion and will:

- Identify and consider the risks that the excursion may pose to those involved and how the risks will be managed and minimised.
- Include details of the excursion including route, destination, any water hazards or risks associated with water-based activities, transport, staff: child ratio, activities to be undertaken, duration and items to be taken on the excursion.
- Following the Excursion- review and reflect on the above details to plan any future improvements needed.

For an excursion that is a regular part of the program (e.g. walk around the block, walk to the supermarket or to Balaklava Primary School) only 1 risk benefit assessment form will be completed annually.

For all excursions outside the Centre, a risk benefit assessment will be undertaken and child/staff ratio determined whilst maintaining or exceeding the child/staff ratios started in the NQS.

### Details on the consent form will include:

- The child's name
- The reason for the excursion
- General description of activity, the destination and activities to be undertaken
- Water hazards that may be present
- Date and time of activity
- Expected time of departure and return – where applicable
- Cost per child (if applicable)
- Transport details including the proposed route
- Ratio of educators to children
- Ratio of staff members plus any other adults who will accompany and supervise children
- Parent's signature
- Risk Benefit Assessment has been prepared and is available at the Centre

### For all off-site excursions staff ensure the backpack includes:

- medications and copies of *Medication/Health Care Plans* for individual children and staff
- the Centre's asthma kit along with other Basic First Aid items
- the mobile phone
- List of children present
- Parent, Guardian and Centre contact details
- Nappies, wipes, tissues

## Supporting Resources:

---

- South Australia Work Health and Safety Act 2012
- Work Health & Safety: Risk Management Policy & Framework; Hazard Management Procedure; Injury Management, Induction Video <http://player.vimeo.com/video/60983250>
- Risk Assessments/Management Plan and post excursion reviews
- Parent information sheets, consent forms and post excursion feedback from children and families
- DECD [www.chess.sa.edu.au](http://www.chess.sa.edu.au) Asthma Care Plan, Diabetes Plan, Allergy Care Plan (including Anaphylaxis) and/or Medication Plan, and/or First Aid Plan.
- BCCC Medication Log
- BCCC current list showing children with known medical conditions- confidential and accessible to staff
- Enrolment Forms contain Immunisation Records, Health and Additional Needs information as well as current family contact details
- BCCC Incident, Injury, Trauma, Illness Record

## Sources:

---

- DECD: *Camps and Excursions- Guidelines for Schools and Preschools*
- First Aid Training Senior First Aid or Apply First Aid (HLTFA301C)
- Emergency Asthma and Anaphylaxis management training
- Australian Children's Education & Care Quality Authority, October 2011, National Quality Framework Resource Kit
- Australian Government National Health and Medical Research Council: Staying Healthy in Childcare- Preventing Infectious Diseases in Childcare
- Early Childhood Australia Code of Ethics
- DECD Code of Ethics
- Balaklava Primary and Horizon Christian Schools Bushfire Action Plans
- DECD: School Transport Policy & local Bus Committee and its guidelines
- Work Health & Safety: Risk Management Policy & Framework; Hazard Management Procedure; Injury Management
- BCCC *Sun Protection & Hot Weather Policy and Procedures*
- DECD Human Resources and Workforce Development, Work Health & Safety Unit: 8226 1440
- DECD Aboriginal, Student and Family Services: Sports, Swimming and Aquatic website
- DECD Early Childhood Development Strategy and Programs: [DECDECSupport@sa.gov.au](mailto:DECDECSupport@sa.gov.au)

**Policy last reviewed:** Term 3 2016

**Policy review due:** Term 3 2017

**Approval Signature:**

