



## 1.02 EXCURSIONS AND OUTINGS

### Purpose Statement

Excursions or outings are a valuable experience for children, families and educators. They provide opportunities to expand and enhance children's life experiences, explore different environments and engage in meaningful ways with their communities. Excursions and outings offer unique experiences to children outside of the home setting, creating new avenues for learning, growth and development.

Windermere is committed to providing excursions that are well considered and planned, provide meaningful experiences and ensure the health, safety and wellbeing of children at all times.

### Scope

This policy applies to all salaried full time and part time staff (including casuals), educators and contractors.

### Definitions

*Excursions* – outings that occur from time to time, such as a trip to the Zoo.

*Outings* – are regular, routine events such as a weekly trip to the library.

*Excursions and routine outings occur when the children are taken outside the premises of a licensed family day care residence.*

### Policy Statement

TO INVOLVE CHILDREN IN EXCURSIONS AND OUTINGS, AS APPROPRIATE, TO ENHANCE CHILDHOOD EXPERIENCES AND OVERALL LEARNING AND DEVELOPMENT

### Procedures

#### General Guidelines

1. Educators are encouraged to seek out new and varied experiences that will contribute to the development and learning of all children in their care.
2. Outings and excursions should be provided on a regular basis and be child focused. They provide opportunities for children to connect and contribute to their community.
3. All outings and excursions should be documented within planning. Utilise the planning cycle to review and plan for the next excursion and outing.
4. An excursions and outings checklist is to be completed during the planning process.

*NOTE: For a copy of the Excursions and Outings Checklist see attached*

5. Sun Smart, Tobacco Smoke Free Environment, OHS, Supervision and all other relevant policies are to be observed while on excursions.



## **1.02 EXCURSIONS AND OUTINGS**

6. Educators should carry with them a mobile telephone, list of emergency contact numbers (for each child in care), a first aid kit, medications and details of any important medical requirements for children (i.e. asthma, anaphylaxis).
7. Educators are encouraged to wear name badges when they are on excursions.
8. Parents/guardians have the right to withdraw their child from a planned excursion and may then need to make alternate care arrangements.
9. Educators are not to attend meetings or appointments that are educator only focused (i.e. visits to the doctor, dentist, hairdresser etc) and do not contribute to the learning and development needs of the child. These meetings/appointments are to be made outside working hours.

### **Consent**

1. Parent/guardians are requested to sign an ongoing permission for regular and routine outings such as trips to the local park, shops or playgroup. This should be completed when children first come into care and updated as required. If the excursion is a regular outing, authorisation is only required to be obtained once every 12 months.
2. Written parent/guardian consent is required for all non-routine excursions and outings prior to these taking place.
3. The authorisation must be given by a parent/guardian or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an educator.

*NOTE: For a copy of the Permission form see attached*

### **Risk Assessment**

1. Physical checks are to be completed at prospective locations for excursions or outings, without children present, to inform risk assessments.
2. A family's values and expectations will be considered when assessing risk and making decisions about excursions.
3. A risk assessment must be carried out for an excursion before permission is sought. The risk assessment must identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion, and detail strategies for minimising and managing those risks.
4. If the excursion is a regular outing and a risk assessment has previously been conducted, a further risk assessment is not required unless the circumstances of the outing have changed.

*NOTE: For a copy of the Risk Assessment see attached*



## 1.02 EXCURSIONS AND OUTINGS

### **Relevant Legislation/Standards**

- National Quality Framework for Early Childhood Education and Care Services including:
  - Education and Care Services National Law 2011
  - Education and Care Services National Regulations 2011

### **Related Policies & Links**

- Sun Smart
- Medical Management
- Smoke Free Environment
- Supervision

# Excursion/Outings Checklist

Permission	Yes (Tick)	N/A (Tick)	Comments
Families have all read the excursion risk management plan			
All families have signed the permission form			
Supervision	Yes (Tick)	N/A (Tick)	Comments
Children will be in your sight at all times			
Children will not attend the toilet alone			
Supported requested of the coordination unit if unable to ensure complete supervision			
Venue	Yes (Tick)	N/A (Tick)	Comments
Where able, a check of the site for hazards/risk factors has been completed prior to the excursion taking place			
On arrival at the site a visual safety check will be done			
Site will be free of danger			
Hazards will be identified and addressed prior to and on the day of the outing			
There are no unaddressed water hazards			
It is a non-smoking location			
Hygiene	Yes (Tick)	N/A (Tick)	Comments
Nappy change facilities available If not, equipment is taken with you including a mat and waste bag.			
Toileting facilities available			
Hand washing facilities available If not, equipment is taken including hand sanitiser			
Safety	Yes	N/A	Comments
First aid kit available			
Any relevant action plans and medication available			

# Excursion/Outings Checklist

Medication permission forms and relevant medication available			
Emergency contact details for all children and yourself available			
Mobile phone fully charged and available			
If travelling by car: <ul style="list-style-type: none"> <li>You are approved to do so by the Coordination Unit</li> <li>All safety checks are up to date</li> <li>Registration, license and insurances are current</li> </ul>			
Children enter and exit any vehicles via the curbside door or in a car park or driveway			
Children are aware of road safety			
A pram or stroller is available for young children			
Ensure that the brake is applied to the pram/stroller at any time it is stationary			
Children are encouraged to hold hands when walking			
<b>Health</b>	<b>Yes</b>	<b>N/A</b>	<b>Comments</b>
Drinks available at all times			
Food available			
Children are dressed appropriately, including footwear			
Sleep needs can be met			
The sun safety policy is followed at all times			

# Early Childhood Education and Care Services

## Excursion Risk Management Plan & Parent Permission Form



### SAMPLE

Excursion details											
Educator: Joanna Blogs						Date: 10/10/2010					
Excursion destination (including actual address)		Pakenham Springs Primary School Livingstone Blvd, Pakenham VIC 3810				Type of excursion <input checked="" type="checkbox"/> Routine <input type="checkbox"/> Non routine					
Duration of excursion		Departure: 8:35am Arrival: 9:15am Departure: 2:50pm Arrival: 3:30pm				<b>Routine:</b> School, kinder, playgroup (community, early childhood education services), library, story time, local parks, emergency evacuation practices. <b>Non routine:</b> Other educators homes (play sessions), zoo, museum, organised children's events.					
Date(s) of excursion		10/10/10	12/10/10								All routine outing need to be reviewed and resigned by families annually
		11/10/10	13/10/10								
Proposed activities (linked to the learning & development outcomes)		<u>Drop off and pick up from school:</u> To experience and engage with the local community. To make observations and connections To communicate with others and engage socially through play. To feel a part of the daily routine									
Method of transport to/from		Planned to walk - Car if raining				Map of route attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Name and contact number of person organising excursion		Name: Joanna Blogs				Mobile: 0000 000 000					
Number of children attending excursion: 7		Number of educators / parents / volunteers: 1				Does this excursion require a higher ratio and/or adults with specialised skills? (eg. lifesaving skills). Please provide details. <b>N/A</b>					
Water hazards? <input type="checkbox"/> Yes (add details in risk assessment) <input checked="" type="checkbox"/> No											
Risk assessment attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Permission from all families attached <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
Items to take on excursions (ensure all information is current, first aid kits are replenished and within date)											
<input checked="" type="checkbox"/> First aid kit		<input checked="" type="checkbox"/> Fully charged and operational mobile phone				<input checked="" type="checkbox"/> Emergency contact list and emergency plans (car accident)				<input checked="" type="checkbox"/> Medication/action plans for children with health conditions	
Educational Program Coordinator Sign off		Name: Harry Harrison				Signature: <i>HH Harrison</i>				Date: 5/10/10	

# Excursion Risk Management Plan & Parent Permission Form



## Parent permission

I give my permission for the above mentioned educational program coordinator/educator to take my child/ren to the excursion/outing/activity as listed.

[illegible]

# Early Childhood Education and Care Services

## Excursion Risk Management Plan & Parent Permission Form

Risk assessment					
Activity/Item	Hazard identified	Risk assessment (use matrix)	Elimination/control measures And/or risk benefit?	Who?	When?
Walking to and from venue	Children entering the street in traffic Children not understanding of following the road safety rules	High	<ul style="list-style-type: none"> <li>Have road safety as an ongoing learning outcome within my program</li> <li>Have the children hold hands and walk in an orderly manner when in the street</li> <li>Use a stroller for younger children who are unable to fully understand the rules</li> <li>Use pedestrian crossings where available at all times</li> </ul>	Joanna Blogs	<p>Add road safety to my planning as an ongoing topic</p> <p>Use strategies at all times when on a road</p>
Walking to and from venue	Tripping	Moderate	<ul style="list-style-type: none"> <li>Assess the changing surroundings at all times to identify risks</li> <li>Ensure constant supervision of children</li> <li>Do an assessment of the environment prior to the outing where able</li> <li>Remove any tripping risks if safe to do so</li> <li>Walk on available tracks and paths</li> <li>Ensure everyone is wearing suitable footwear</li> </ul>	Joanna Blogs	<p>During outing</p> <p>Complete the assessment prior to outing if able</p>
Children getting in and out of the car	Restricted supervision Children accessing the road	Moderate	<ul style="list-style-type: none"> <li>Have all children hold hands when going to the car</li> <li>Use the stroller to transport younger children from the home to the car</li> <li>Support the older children to enter the car first, then place the younger children in their seats with belts on before supporting the older children to secure their seatbelts</li> <li>Park the car in a safe/quiet space where possible</li> <li>Exit the children at the curbside</li> <li>Ensure that the breaks are on the stroller at all times</li> </ul>	Joanna Blogs	<p>Have stroller at front door before leaving</p> <p>Strategies used during outing</p>
Driving to and from venue	Car accident	Low	<ul style="list-style-type: none"> <li>Review the emergency procedures for a car accident prior to leaving on the outing</li> <li>Follow all road rules</li> </ul>	Joanna Blogs	Review before outing



# Early Childhood Education and Care Services

## Excursion Risk Management Plan & Parent Permission Form

			<ul style="list-style-type: none"> <li>If a car accident occurs follow the emergency procedures for car accident</li> </ul>		Strategies used during outing
Driving to and from venue	Children undoing seat belts	Low	<ul style="list-style-type: none"> <li>Discuss the importance of seat belts as part of the road safety program</li> <li>Ensure that all children are in age/size appropriate restraints and seats</li> <li>Be alert to what the children are doing in the car</li> </ul>	Joanna Blogs	<p>Add road safety to my planning as an ongoing topic</p> <p>Check the restraints before leaving on outing</p> <p>Use strategies at all times in the car</p>
Car park	Potential injury if hit by a car	Moderate	<ul style="list-style-type: none"> <li>Arrive at the school early so the traffic is not busy</li> <li>Park as close to the entry gate as possible</li> <li>Park in a spot further away that is quiet and walk if traffic is not safe</li> <li>Leave a little after all the other families have collected their children to ensure a safe transition to the car</li> <li>Monitor the car park carefully when moving the children though</li> <li>Have children hold hands</li> <li>Have younger children in the stroller</li> </ul>	Joanna Blogs	<p>Plan the day to arrive early at school</p> <p>Use strategies at all times</p>
School play group equipment	<p>Injury to a child from falling</p> <p>Injury to a child from accessing equipment or materials that are not age appropriate</p> <p>Chocking</p>	Moderate	<ul style="list-style-type: none"> <li>Actively supervise at all times</li> <li>Restrict access to equipment that is not age appropriate</li> <li>Take a ball, drawing materials or other tasks to redirect play if required</li> <li>Have the stroller available for the younger children is required</li> <li>Follow emergency procedures if a child is injured</li> </ul>	Joanne Blogs	<p>Pack resources in the car prior to the outing</p> <p>Use strategies at all times</p>
Collecting children from their classrooms	Restricted supervision	Low	<ul style="list-style-type: none"> <li>Where able have the younger children in the stroller</li> </ul>		

# Early Childhood Education and Care Services

## Excursion Risk Management Plan & Parent Permission Form

	Lots of children and families entering and exiting the environment can cause confusion		<ul style="list-style-type: none"> <li>Collect the children's bags before the class ends</li> <li>Actively supervise the children at all times</li> <li>Ask the teacher to discuss anything they wish with you after all the other children have left and they can all be in the class room to monitor easier</li> <li>Always support the children in staying in the same area by providing boundaries and direction (eg. We are all going to stay near Jacks class room)</li> </ul>	Joanne Blogs	Use strategies at all times
General	Exposure to sun	Low	<ul style="list-style-type: none"> <li>Check the UV rating the morning of the outing and plan accordingly</li> <li>Follow the sun smart procedure at all times</li> <li>Pack all necessary sun smart equipment including water bottles, sunscreen, hats ect</li> </ul>	Joanna Blogs	<p>Check app in the morning of outing</p> <p>Use strategies at all times</p>
General	Insect bite/stings	Low	<ul style="list-style-type: none"> <li>Assess the site for risks prior to the children entering</li> <li>Move locations if risks are identified and inform the necessary people to address the risk</li> <li>Have first aid kit available</li> </ul>	Joanna Blogs	Use strategies at all times
General	Approach from a stranger	Low	<ul style="list-style-type: none"> <li>Maintain supervision of children at all times</li> <li>Seek help if required</li> <li>Redirect the child if necessary</li> <li>Follow emergency procedures if required</li> </ul>	Joanna Blogs	Use strategies at all times
General	Exposure to rubbish or glass	Low	<ul style="list-style-type: none"> <li>Maintain supervision of children at all times</li> <li>Assessment of the environment done on arrival</li> <li>Removal of risk if appropriate or move to another location</li> </ul>	Joanna Blogs	Use strategies at all times
General	Exposure to animal droppings	Low	<ul style="list-style-type: none"> <li>Maintain supervision of children at all times</li> <li>Assessment of the environment done on arrival</li> <li>Removal of risk if appropriate or move to another location</li> </ul>	Joanna Blogs	Use strategies at all times

**Reminder:** Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.

# Early Childhood Education and Care Services

## Excursion Risk Management Plan & Parent Permission Form

Risk matrix						
Likelihood	Consequence					
	Insignificant		Minor	Moderate	Major	Catastrophic
	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

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## Excursion Risk Management Plan & Parent Permission Form



Excursion details												
Educator:						Date:						
Excursion destination (including actual address)						Type of excursion		<input type="checkbox"/> Routine			<input type="checkbox"/> Non routine	
Duration of excursion		Departure:		Arrival:		<b>Routine:</b> School, kinder, playgroup (community, early childhood education services), library, story time, local parks, emergency evacuation practices. <b>Non routine:</b> Other educators homes (play sessions), zoo, museum, organised children's events.						
		Departure:		Arrival:								
Date(s) of excursion												All routine outing need to be reviewed and resigned by families annually
Proposed activities (linked to the learning & development outcomes)												
Method of transport to/from						Map of route attached? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Person organising excursion		Name:				Mobile:						
Number of children attending:		Number of educators / parents / volunteers:				Does this excursion require a higher ratio and/or adults with specialised skills? (eg. lifesaving skills). Please provide details.						
Water hazards? <input type="checkbox"/> Yes (add details in risk assessment) <input type="checkbox"/> No												
Risk assessment attached?		<input type="checkbox"/> Yes <input type="checkbox"/> No				Permission from all families attached <input type="checkbox"/> Yes <input type="checkbox"/> No						
Items to take on excursions (ensure all information is current, first aid kits are replenished and within date)												
<input type="checkbox"/> First aid kit		<input type="checkbox"/> Fully charged and operational mobile phone		<input type="checkbox"/> Emergency contact list and emergency plans				<input type="checkbox"/> Medication/action plans for children with health conditions				
Educational Program Coordinator notified		Name:					Signature:					Date:

# Excursion Risk Management Plan & Parent Permission Form



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[illegible]

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Risk matrix						
Likelihood	Consequence					
		Insignificant	Minor	Moderate	Major	Catastrophic
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	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High