



Excursions and Regular Outings Procedure

Policy

The Excursion and Regular Outings Procedure falls under the Excursion and Regular Outings Policy. Hawthorn Early Years (the Service) recognises that excursions and regular outings are an important part of our educational program, providing opportunities for the children to build connections with the local community and contributing to their sense of belonging and connection with the world around them. Excursions will be planned and managed in line with the National Law and National Regulations which includes identifying and managing potential risks, ensuring children are adequately supervised at all times and ensuring authorisations are obtained from families.

Application of Procedure

This procedure applies to all employees, students, volunteers, families, children and others attending the programs and activities of the Service and relates to excursions that may be a 'regular outing' or a one-off excursion for a particular purpose.

Key Definitions:

Authorised Person: A parent or family member of a child who is being educated and cared for by the Service, or their authorised nominee.

Excursion: means an outing organised by an education and care service where children leave the premises in the company of educators. The written permission of parents/guardians or a person named on the child's enrolment record as having lawful authority must be obtained before educators take children outside the Service premises.

Regular outing: means an excursion (refer to Definitions) such as a walk, drive or trip to/from a location that the Service visits regularly as part of its educational program, and where the circumstances covered by the risk assessment are the same on each trip. If an excursion is a regular outing, an authorisation from parents/guardians is only required to be obtained once every 12 months. A new authorisation is required if there is any change to the circumstances of the regular outing.

Risk assessment: (In the context of this procedure) a risk assessment must identify and assess any hazard that poses a risk to a child's health, safety and/or wellbeing while on an excursion (or regular outing), and specify how these risks will be managed and/or minimised. A sample Excursion Risk Management Plan is provided on the ACECQA website at: www.acecqa.gov.au (search Sample forms and templates).



Hawthorn Early Years is committed to:

Ensuring all excursions and regular outings are inclusive, educationally relevant, safe and enjoyable. Clear and concise roles and responsibilities will be in place to ensure management and educators are aware of their roles and responsibilities in relation to excursions and regular outings.

The Board of Governance will:

Delegate operational responsibility and day-to-day management of the Service to the Nominated Supervisors. The Centre Director and Centre Manager will act as Nominated Supervisors for the Service.

Monitor the performance of the Association, including responsibilities contained in this procedure, through regular reporting and by ensuring appropriate resources are available to carry out the organisation's functions.

The Nominated Supervisor/s will:

Ensure that employees, volunteers, students and others at the Service are aware of this procedure and comply with its requirements.

Ensure that classroom leaders participate in an extensive induction program, which includes having a strong understanding of their role and responsibilities when planning and facilitating excursions and regular outings.

Ensure that all parents/guardians have completed their child's enrolment record including details of persons able to authorise an educator to take their child outside the Service premises on excursions or regular outings.

Allocate an annual budget for excursions so that excursions do not add additional costs for families.

Ensure that templates are created to use for planning and conducting excursions and regular outings and that these templates include all relevant information to ensure compliance with the Children's Services Regulations (the Regulations).

Ensure that a risk assessment (refer to Definitions) is carried out for all excursion/regular outings before authorisation is sought from parents/guardians.

Provide and maintain a portable first aid kit and asthma kit that can be taken on excursions and routine outings.

Only approve excursions that facilitate children's learning in line with approved learning frameworks and that are inclusive of all children regardless of their abilities, additional needs or medical conditions.



Ensure that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day.

All employees, volunteers and students will:

Pre Planning – General considerations

Ensure that the degree of planning required is influenced by the nature of the excursion/routine outing, the level of risk, and the children and adults who are participating. For regular outings that have previously been planned and conducted, previous risk assessments may need to be reviewed and revised where needed.

Give consideration to visiting the proposed excursion/routine outing destination and route so that potential risks can be identified and minimised. The following points should be considered:

- How the excursion will link to the educational program and achieve learning outcomes.
- If the children's age and number of children attending is suitable for the excursion.
- Being able to meet the needs of all individuals whilst implementing the excursion.
- The proposed duration of the excursion and access to toileting and/or nappy changing facilities, hand washing, drinking and shade facilities.
- The abilities of children and any potential contact with water.
- The method of transport.
- If there is adequate mobile phone coverage and access for emergency services.
- The requirement to ensure adequate supervision is provided at all times.

Pre Planning – Safe transportation of children

Bus

Ensure that the seating capacity displayed on the compliance registration of the bus is not exceeded. All children must sit on seats, preferably with, or close to an adult. Seat belt guidelines must be followed depending on the bus. If the bus has seat belts, they must be worn at all times.

Head counts must be done by at least two educators when getting on and off the bus. When disembarking the bus a physical check of the vehicle must be done in addition to the head count to ensure all children are accounted for and no children are left on the bus.

Train

Contact the local station prior to the excursion to inform them of the time you will be travelling, the destination, and the number of children and adults who will be travelling. Provisions should be made to ensure children have ample time to board the train safely and in an unhurried way.

This will allow the station to inform the train guard so that they can hold the train for the period of time for safe boarding and disembarkment. All children should be seated at all times, with an adult close by. All children should be seated in the one carriage if possible.



Head counts must be done by at least two educators when getting on and off the train. When disembarking the train a physical check must be done by an educator, before disembarking, in addition to the head count to ensure all children are accounted for and not left on the train.

Public Transport - fares

Consider how public transport fares will be paid if travelling by public transport, e.g. bus, train or tram. Tickets may need to be pre-booked and paid for prior to travel.

Pre Planning – Risk assessments

Conduct an excursion/regular outing risk assessment and management plan to determine any risks to children's health, safety or wellbeing. The risk assessment and management plan must identify each risk and specify how the risk will be managed and/or minimised. Risk assessments must consider:

- The proposed route and location of the excursion.
- Any water hazards (refer to Water Safety Procedure).
- Any risks associated with water-based activities (refer to Water Safety Procedure).
- Transport to and from the proposed location of the excursion.
- The number of adults and children participating in the excursion.
- The number of educators or other responsible adults who will be providing supervision given the level of risk, and whether or not specialised skills are required (e.g. lifesaving skills).
- The proposed activities, and the impact of this on children with varying levels of ability, additional needs or medical conditions.
- The proposed duration of the excursion, and the impact of this on children with varying levels of ability, additional needs or medical conditions.
- Any items/information that should be taken on the excursion e.g. first aid kit, emergency contact details for children, medication for children with known medical conditions (such as asthma, anaphylaxis and diabetes) and a mobile phone.
- How long children will be away from the Service. If toileting facilities will be required, there must be adequate access to toilets, washing and drying facilities that are safe to use.
- Strategies for accounting for all children on the excursion, particularly during transition times, such as ensuring all children have been transported to the destination and have been returned to the Service at the conclusion of the excursion.

Ensure excursion/routing outing risk assessment and management plans are checked and approved by an educational leader or nominated supervisor.

Review risk assessment and management plans prior to conducting regular outings. If any circumstances have changed since the risk assessment was completed the risk assessment will need to be updated. A new authorisation from parents/guardians is required if there is any change to the circumstances of the regular outing (including the risk assessment).



Authorisations for excursions/regular outings

Ensure all excursions/regular outings are approved by a nominated supervisor or educational leader prior to seeking permission from parents/guardians.

Using the approved template, put together an 'Authorisation form' that parents/guardians will be asked to sign. When completing the form the following information must be included as per the Regulations:

- The child's name.
- The reason the child is to be taken outside the Service premises.
- The date the child is to be taken on the excursion (unless the authorisation is for a regular outing).
- A description of the proposed location of the excursion.
- The method of transport to be used.
- Proposed activities to be undertaken as part of the excursion.
- The period of time that the child will be away from the Service premises.
- The anticipated number of children attending the excursion.
- The anticipated ratio of educators to children attending the excursion.
- The anticipated number of staff members, and any other adults who will accompany and supervise children on the excursion.
- Confirmation that a risk assessment has been prepared and is available at the Service.

Ensure that the excursion/routine outing permission form is signed and dated by the parent/guardian or authorised person, prior to being taken off the Service premises. The authorisation must be obtained from a parent/guardian or authorised person who is named in the child's enrolment record.

Obtain contact information of any person who is to be notified of any incident, injury, trauma or illness involving the child and the child's registered medical practitioner or medical service.

Ensure that authorisations for regular outings are not more than 12 months old and that a parent/guardian is also verbally informed on the day of the outing.

Ensure that the maximum number of approved places for children who can be educated and cared for by the Service at any one time is not exceeded. This means that educators will need to consider all children being educated and cared for by the Service at any one time, including the children at the education and care premises in addition to those attending the excursion to ensure these numbers do not exceed 155 in total. If a child who doesn't attend on the day of the excursion wants to attend they must be booked in for an additional day or alternatively parents must remain responsible for their child if they attend on the day. Each excursion will be assessed individually to assess if this is possible and parents briefed on responsibilities/guidelines prior to attending with their child.



During excursions/regular outings

Ensure that no child leaves the Service premises unless prior written authorisation has been provided by the parent/guardian or authorised person named in the child's enrolment record, and that the excursion authorisation includes all details outlined above.

Ensure the excursion/routine outings checklist has been completed and all relevant items are taken including;

- An appropriate number of suitably equipped first aid kits.
- The excursion/routine outing authorisation forms.
- At least one operating mobile telephone with access to a phone network.
- Any items specific to the excursion circumstances such as HEY name tag (child's name not visible), sunscreen, spare clothes, hats, children's medication and action plans where required.

Sign children in and out of the Service electronically using Xplor.

Ensure an Administration Officer at reception is advised when going out on an excursion/regular outing including the location of the event, names of children/educators attending, mobile contact number and expected time of return to the Service.

Ensure that at least one educator on the excursion/regular outing holds a current approved first aid qualification which includes anaphylaxis management training and emergency asthma management training.

Conduct excursions/routine outings in a way that ensures the health, safety and wellbeing of children. This means that an adequate number of educators and where necessary, other responsible adults, accompany the children.

Maintain the required educator-to-child ratios at all times, and adequately supervise children during excursions or regular outings including conducting frequent head checks. This is especially important at each transition point in the excursion.

Ensure that supervision is not confined to children. It also includes the supervision of responsible adults that assist with the excursion. The number of educators must be adequate to supervise any responsible adults who volunteer to assist with the excursion.

Ensure that roles and responsibilities of educators and volunteers are clearly defined and assigned prior to leaving and during the excursion/regular outing.

Ensure that the number of children attending the event does not exceed the number for which the Service approval has been granted on that day.



Take a mobile phone, the emergency contact details for each child and the contact details of their medical practitioner so that notifications can be made in the event of an incident, injury, trauma or illness.

Follow-up/evaluation

Following the completion of any excursion, educators must:

- Where appropriate, discuss with the children what they enjoyed, didn't enjoy and what they learned.
- Debrief other educators and parents/volunteers that attended the excursion to seek their feedback as to what worked well and what could be improved.
- Include feedback on the above two bullet points to modify/enhance future excursions.
- Report any difficulties, concerns or incidents to the Nominated Supervisor as soon as possible.
- Ensure any consumables taken and used are replenished, e.g. excursion bag contents, first aid kits, hygiene equipment.

Parents/guardians will:

Promptly provide written authorisation for their child to leave the Service premises on routine outings or excursions when requested or inform their teaching team that they do not want their child to participate so that alternative arrangements can be made.

Read the details of the excursions provided by the Service and ask for additional information if required.

Provide items required by their child for the excursion/regular outing where required e.g. snack/lunch, sunscreen, coat etc.

Read and comply with the requirements of this procedure.

When participating in excursions as a volunteer

Supply a copy of a current Working with Children Check, where possible, prior to the day of the excursion.

Inform an educator immediately if a child appears to be missing from the group.

Not bring along other siblings or other children if they are participating in a Service excursion as a volunteer.

Understand that they will be under the immediate supervision of an educator at all times including if they take children to the bathroom.

Comply with all child safe legislation and requirements.



See also:

1. HEY Excursions and Regular Outings Policy
2. HEY Incident, Injury and Trauma Policy and Procedure
3. HEY Interactions with Children Procedure
4. HEY Supervision of Children Procedure
5. HEY Water Safety Procedure
6. HEY Sun Protection Procedure