



EXCURSION

Policy

Background

Beaconsfield Neighbourhood Centre (BNC) is a licensed provider of Occasional Care services. The Centre usually delivers all programs on-site, but we recognise that excursions provide opportunities for children to explore the wider community as a group and extend on the educational programs provided. The Children's Services Regulations 2020 require our Occasional Care Service to have a policy for excursions.

Aim of the Policy

The aims of this policy are:

- To ensure BNC is well prepared for any potential excursions with consistent guidelines.
- To minimise any risks associated with excursions and respond promptly and appropriately to any emergency whilst on an excursion.
- To comply with government regulations.

Policy statements

BNC is committed to the protection, safety and wellbeing of children in its care, supervision or authority. Any excursions will always be conducted with this in mind.

If we feel an excursion is appropriate and will benefit the children, we will adhere to the Children's Services Regulations 2020.

While the degree of planning will depend on the nature and likelihood of the risks involved, the conduct of any excursion or activity must take into account the following:

- the purpose of the excursion and its contribution to the program or other deemed value.
- assessment of excursion risks and appropriate risk minimisation strategies.
- suitability of the venue and/or environment for the excursion.
- informed consent from parents or carers.
- adequate participant and staff medical information.
- adequate participant preparation and clear behaviour expectations.
- the importance of providing an inclusive excursion experience for all participants, including those with disabilities and additional needs.
- how staff will meet their responsibilities under the Child Safe Standards.
- requirements for any adventure activities.
- maintenance of excursion records, including clear documentation of the planning process.

Excursion Risk Assessment

The Service must conduct a risk assessment to determine the safety and appropriateness of the excursion prior to seeking authorisation.

The risk assessment must:

1. Identify and assess risks that the excursion may pose to the safety, health and wellbeing of any child being taken on the excursion.
2. Specify how the identified risks will be managed and minimised.
3. Consider the proposed route and destination for the excursion and any water hazards.
4. Reflect on any risks associated with water-based activities.

5. Contemplate the transport to and from the proposed destination for the excursion.
6. Consider the ratio of adults to children involved in the excursion.
7. Consider 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 (for example: life-saving skills).
8. Consider the planned activities.
9. Determine the duration of the excursion.
10. Consider items that should be taken on the excursion (mobile phone, emergency contacts, first aid kit, medical plans etc)

Risk assessments are only required once in a 12-month period if the excursion is a regular outing. Regular outings are walks, drives or trips to places that are visited regularly, and which always have the same risks.

Risk assessments must be recorded using the Excursion Risk Assessment Form from which a Risk Management Plan can be developed for every excursion. The excursion will be conducted in accordance with that plan.

BNC will notify families about the excursion using an Authorisation for Excursion form. Families have a right to view the risk assessment prior to the excursion and the Centre must comply by ensuring all information is available upon request.

Parent Authorisation

The Nominated Supervisor must ensure that a child is not taken outside the Service premises on an excursion unless written authorisation has been provided. The authorisation must be given by a parent or other authorised person named in the child's enrolment record.

The authorisation form must state:

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.
11. That a risk assessment has been prepared and is available at the Service.

Insurance

Management must review the Centre's insurance policy prior the excursion to ensure full protection of the Service and participants for any potential liability.

Procedure for Conducting an Excursion

The educator/staff member in charge of the excursion will ensure that the excursion follows the Risk Management Plan. Ensure that only children whose parents/guardians have completed and returned the permission form and any fee required participate in the excursion.

Transportation for Excursion

The means of transport must be stated on the risk assessment record and parent authorisation record. The means of transport may mean:

1. Bus

Management must ensure that the seating capacity as displayed on the compliance registration is not surpassed. All children must sit on seats, preferably with, or close to, an adult. Seat belts must be worn at all times.

2. Train

Management will be required to contact the local station prior to the excursion to inform them of the time of travel, 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 descending. All children should be with an adult close by. All children should be seated in the one carriage, if possible.

3. Car

Any motor vehicle that is used to transport children on an excursion (other than a motor vehicle seating more than nine persons) must be fitted with child restraints and/or seatbelts that are appropriate for the age and weight of each child, that conform to the Australian Standards, and are professionally installed or checked by an authorised restraint fitter.

Items which must be taken on Excursions outside of the Service

On excursions outside of the service, the following information must be taken:

- Parent/guardian contact details;
- Medical and Doctor contact details for each child; and
- List of authorised persons on contact list for each child.

Educators will carry a First Aid Kit. For children with existing medical conditions, their medication for treatment and medical management plans provided by parents/guardians must be taken on the excursion.

Educators must ensure that sun protection items and a charged mobile phone are taken on the excursion.

There must be access to food, water, toilet and washing facilities for both children and adults.

Parents/guardians will be notified in the event of a child becoming ill or being injured during an excursion and emergency services called if deemed necessary, as would normally occur.

Before leaving the Service for the Excursion

- A staff member will be designated as 'in charge' for the duration of the excursion.
- All children must be signed in by the parent/guardian before the excursion, and an educator must check that all children are signed in.
- All children attending an excursion outside of the Service must wear name badges, stickers or arm bands with the name and phone number of BNC stated on it.
- Educators will wear a name badge and/or clothing with the BNC logo at all times whilst caring for and educating children on excursions.

- Before exiting the building/grounds, an educator must ensure that all children are accounted for.
- BNC must display a notice at the centre that:
 - Indicates the children who attend the service are on an excursion; and
 - States the time the children are expected to return to the service.

Before returning to the Service from the Excursion

Before exiting the excursion area, a staff member must check to ensure all children are assembled prior to returning to the Centre and confirm the number of children present with another educator.

After the Excursion

- At the end of the excursion, the number of children must once more be checked and confirmed at the Centre before children are signed out by the parent/guardian or person authorised to collect the child/ren.
- Plans should be reviewed following the completion of the excursion and any necessary changes made for future excursions to this site.
- This evaluation document is to be stored with other records pertaining to the excursion.

Associated Documents

Children's Services Regulations 2020 (*Division 7; Regulations 69-71*)

Child Safe Policy

Excursion Risk Assessment Form

Authorisation for Excursion Form

Document History

Version	Title	Author	Authorised	Date	Changes to Previous
1	Excursion Policy	Centre Coordinator	COM	May 2021	Original