

Policy Title:	Excursion
Effective Date:	14 th December 2010
Review Date:	As necessary under the Policy and Procedure Development Policy

POLICY STATEMENT

Inner City Care (ICC) will take the children on excursions as often as practicable as excursions seek to further extend and stimulate each child and instil in them an inquiring and explorative nature.

BACKGROUND AND CONTEXT

Developed from the Children's Services Regulation 2004 and reviewed by the Management Committee in 2003, December 2005, June 2007, September 2008 and again in December 2010. Reviewed in February 2012 and changes made to include risk assessments prior to going on an excursion.

SCOPE AND PURPOSE

ICC will provide an environment which is stimulating and challenging as befits children's individual needs at all times. Complementary to this are events and outings outside the physical limits of the Centre.

Educators can support children's engagement by allowing time for meaningful interactions, by providing a range of opportunities for individual and shared experiences, and by providing a range of opportunities for children to go into and contribute to their local community (EYLF 2009).

POLICY DETAIL/ BUSINESS RULES

The Centre program can include events and outings outside the physical limits of the Centre. Guidelines as prescribed by Community Services as follows:

- All excursions are to be conducted in a safe manner.
- A risk assessment must be completed prior to going on an excursion and an evaluation must be completed once the excursion has finished.
- At least two adults must accompany children on any excursion.
- Any vehicles used to transport children on excursions (other than a motor vehicle with seating for more than 9 persons) must be fitted with suitable child restraints approved by the Roads and Traffic Authority.
- The adult to child ratio of persons participating in the excursion must be no less than:
 - (a) 1 adult for each 2 children who are under 3 years of age, and
 - (b) 1 adult for each 5 children who are of 3 or more years of age.
- Children should not be taken on any excursion that involves the use of motor or other transport or crossing a major road unless the minimum adult to child ratio is:
 - (a) 1 adult for each 2 children who are under 3 years of age, and
 - (b) 1 adult for each 4 children who are 3 or more years of age.
- A portable first aid kit should be taken on all excursions and a staff member with a Senior First Aid Certificate must be in attendance at all times.

- Children must not be taken on any excursion to a beach, river, lake or other place where there is significant water hazard.
- If going anywhere near water there must be someone going who has a senior first aid and bronze medallion award and the knowledge and ability to implement water safety procedures.
- A letter should be given to the parents of the children who will be attending the excursion giving full details of what is planned. A signed permission note must be returned to the Centre before the child can attend the excursion. (This should then be kept in the child's enrolment file). Full details of the excursion and a list of children and adults attending should be kept at the Centre.
- Whenever possible a mobile phone should be taken along on the excursion.

Please note as of January 2006 public transport is permitted as safe transportation of children on excursions as outlined in the Children's Services Regulation 2004.

AUTHORITIES AND ACCOUNTABILITIES

The Centre Director is responsible for ensuring all ICC staff have training in this policy. All ICC staff are accountable for the implementation of this policy.

OTHER RELEVANT DOCUMENTATION

The Children's Services Regulation 2004
Early Years Learning Framework for Australia 2009

APPROVAL

Approved by Management Committee	
Signature:	Date:
Title:	
Meeting date:	14th December 2010
Policy Owner:	Inner City Care
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