

Policy Title:	Excursion Policy
Effective Date:	Sep 2018
Review Date:	Every 2 years

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.

We are committed to providing excursions that are well considered, planned and ensure the health, safety and wellbeing of children at all times.

SCOPE AND PURPOSE

ICC will provide an environment which is stimulating and challenging and benefits 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 are as follows:

- All excursions are to be conducted in a safe manner.
- A risk assessment must be completed prior to going on an excursion. (If it is an excursion that the Centre regularly goes on, a risk assessment only needs to be carried out once provided nothing has changed regarding the venue or the route taken).
- Alternate arrangements made for poor weather conditions
- At least two adults must accompany children on any excursion.
- Request adult participation for excursions to have better ratios than required.
- Make alternate arrangements for children who are not attending the excursion.
- Additional factors need to be considered when planning an excursions for children with additional needs, this also includes health needs such as Asthma or Anaphylaxis.
- All children will wear a yellow wrist band with contact information for the Centre.
- 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 4 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 a risk assessment completed as to how the children will be kept safe from water risks and hazards.
- 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.
- No child will attend an excursion without written permission from parents/guardian has been received.
- Whenever possible a mobile phone should be taken along on the excursion.

TRANSPORTATION

Walking:

- Educators will ensure children obey road rules and cross roads at crossings or lights where available.
- Educators will remain vigilant to ensure no child runs ahead or lags behind the group.

Public Transport:

- Where possible if buses with seatbelts are installed, these will be used
- Children and educators will remain together on trains and try to sit children in seats where possible.

Supervision:

- The venue should be assessed as safe and should be easily supervised by adults.

CONDUCTING THE EXCURSION

- All educators, parent helpers and children attending will be informed of the excursion timetable. Special requirements, safety procedures, grouping of children and their own responsibilities.
- A list of children who are attending excursion will be left in the Centre Office.
- A list of children who are attending the excursion will be taken with educators on excursion and used for regular head counts.
- A notice will be displayed on the Front door that informs families of the excursion details and a phone number to contact.
- Items needed to be taken include; first aid kit including EpiPen, children's emergency contact numbers, children's medication if required, items suitable for weather eg hats, sunscreen, jumpers, water.

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

ICC Risk Management Procedures
CELA Sample Policies
Education and Care National Law and Regulations
WHS Law and Regulation 2011
Kidsafe NSW
Kids and Traffic