

# **ARIAH PARK PRESCHOOL**

## **Excursions Policy**

### **Aims**

Excursions and special events are an essential part of any preschool program. While it is acknowledged that taking groups of children to unfamiliar environments outside the service poses increased risks, excursions nevertheless remain as important educational experiences and also as a way of enabling children to feel more a part of their local communities. Opportunities to use local community facilities such as parks and libraries and to engage in community projects and events therefore enhances children's life experiences and understanding of the world around them.

The centre's aims are:

1. To broaden children's life experiences by undertaking excursions. These may be directly related to the educational/care program or may simply be for pleasure and relaxation
2. To minimise the risks of accidents and injuries on excursions, respond effectively to emergencies, and promote awareness in children and their families of likely safety issues

### **Legislative Requirements**

Education and Care Australian National Regulations 2011

Children's and Young Persons (Care and Protection) Act 1998

Occupational Health and Safety Act 2000 and Regulations 2001

Australian Road Rules 1999

Road Transport Regulation 1999,

Australian Standards

## Who is affected by this policy?

Children

Staff

Families

Management

## Relevant Early Childhood Professional Standards

Early Childhood Code of Ethics:	I-1 to 1-12, II-1 to II-9, III-2, III-3, IV-1 to IV-3, V-1 to V-7,
Early Years Learning Framework:	Outcomes: 1, 2, 3.1, 4.1, 4.3, 4.4, 5.1 Principles:1-4
Education & Care Services Australian National Regulations:	100, 89, 136, 99-102, 168(2,g)
National Quality Framework:	Quality areas: 1.2.1, 1.2.2, 2.3.1 to 2.3.3, 4.3.2 to 4.3.4, 5, 6.1.2, 6.1.3, 6.2 to 6.4

## Sources/References

Education & Care Australian National Regulations 2011

Children and Young Persons (Care and Protection) Act 1998

Occupational Health and Safety Act 2000 and Regulations 2001,

Roads and Traffic Authority [www.rta.nsw.gov.au](http://www.rta.nsw.gov.au) (Retrieved January 2012)

## Procedures

In undertaking excursions the **Ariah Park Preschool** will systematically work through the following procedures: planning, undertaking a risk assessment, obtaining parent permission, First Aid requirements, adult:child supervision, acknowledgement of likely water hazards, transport and insurance.

### 1. Planning

1.1 Before initiating an excursion, staff need to define the rationale for having an excursion, and identify meaningful outcomes for the children to achieve

**1.2** The Director must ensure that a risk assessment is carried out in relation to any excursion before the excursion takes place as per the Risk Assessment Form included at the end of this policy

**1.3** The Director will need to be familiar with the excursion site in order to assess suitability in terms of safety, facilities, and accessibility for all children. This information will be formalised in the risk assessment

## **2. Parent Permission**

**2.1** According to the Education and Care Services National Regulations, Nos 100-102, parental permission will be obtained in writing a week before the excursion and must include the following information:

- the date of the excursion
- the proposed destination
- estimated time the excursion will take
- estimated number of children likely to go, and recognition of correct adult:child ratios
- the activities to be carried out during the excursion and aim of the excursion
- the name of the person with First Aid qualifications who will accompany the children on the excursion
- if practicable, an emergency contact number for the excursion which must not be the Director's private mobile phone
- the means of transport or the walking itinerary
- an alternative plan for bad weather
- specific instructions regarding children's attire, e.g. sun protection measures
- arrangements for meals and toilet routines
- arrangement for special needs children (only for those parents who have a special needs child)

**2.2** Under no circumstance can a child participate in an excursion if a parent/guardian has not given written permission for the child to do so. Permission must be obtained for each individual excursion, and is to take the format of a standard form for each child attending. The form must identify the child and the authorising parent/guardian. The form is to be retained.

**2.3** In the event that a child is absent from the centre and twenty-four hours' notice cannot be given, the parent may grant written approval on the day of the excursion. However, the centre is to attempt to contact the parents of the child prior to the excursion

### 3. First Aid Requirements

**3.1** At least one primary contact staff member attending the excursion must have approved First Aid qualifications.

**3.2** A suitably equipped and well stocked First Aid Kit should be taken on all excursions. Prior to every excursion the back pack should be checked to ensure that none of the contents needs replenishing. The suggested contents are:

- A back pack, preferably one that has an external pocket
- Roll of tape on a dispenser
- Eye bath and bottle of normal saline
- Pair of scissors
- Pair of tweezers
- Box of safety pins, various sizes
- Tube or bottle of sunblock
- Small notepad and pen
- Spacer and asthma medication as per asthma policy
- Two wide gauze bandages
- 50 band-aids
- 8 butterfly closures
- 5 sterile swabs
- 5 non stick dressings 5cm x 7.5cm
- 5 non stick dressings 7.5cm x 10cm
- 5 eye pads
- 1 triangular bandage
- 1 roll of wool
- 4 disposable gloves
- 1 large and medium plastic bag
- 1 x 5cm crepe bandage 1 x 7.5cm crepe bandage
- 1 x thermal blanket
- Any additional medication or equipment required for individual children's medical needs

**3.3** Accompanying adults should be assigned specific children to their care. Expectations of adults and objectives for children should be explained clearly to accompanying adults by the Director prior to leaving the centre. Ultimately it is the Director who is responsible for the care of all children. Accompanying adults who are not members of staff should not be left unsupervised with children. A member of staff must remain with the children at all times

**3.4** A list of children attending the excursion is to be taken on the excursion, and checked periodically during the time out of the centre. A list of parents' phone numbers will also be taken

## **4. Supervision**

**4.1** The ratios below are given as a minimal requirement as per the Australian Education & Care Services National Regulations, and the use of additional adults can be sought if the Director feels it is necessary.

- Adult child ratios are to be one adult for each five children who are three or more years of age
- The adult to child ratios on any excursion that involves the use of motor or other transport, or crossing a major road, are to be one adult for each four children who are three or more years of age
- The adult to child ratios on any excursion to a river, lake or other place where there is a water hazard are to be one adult for each two children who are three or more years of age
- When special needs children are taken on an excursion, additional adults should be included in the ratios, dependent upon the disability, to ensure both the child's safety, and that they benefit from the excursion

## **5. Water Hazards**

In addition to the procedures listed above:

**5.1** The Director must ensure that when children are taken on an excursion to swim for the purpose only of learning water safety or learning to swim, that the minimum adult to child ratio of participants in the excursion is one adult for each child

**5.2** The Director must ensure that children are not taken on an excursion to a river, lake or other place where there is a water hazard unless two of the adult persons accompanying the children have:

- A current approved First Aid qualification
- The knowledge and ability to implement general water safety rules

## **6. Transport**

**6.1** The means of transport must be stated on the excursion permission note

**6.2** Re bus transport, the Director will ensure that the seating capacity as displayed on the compliance plate is not exceeded. All children must sit on seats, preferably with, or close to, an adult.

**6.3** Re trains, the Director will contact the station prior to the excursion to inform them of the time the children will be travelling, the destination and the number of children and adults who will be going. This will allow the station to inform the train guard so that he/she can hold the train for the period of time needed for safe boarding and alighting. All children will be seated at all times, with an adult close by. All children should be seated in the one carriage

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

## **7. Insurance**

**7.1** Any excursion planned must be consistent with the requirements/exclusions of the public liability cover held by the service

**The Director will ensure that this policy is maintained and implemented at all times.**

### **Review**

The rationale and procedures for reviewing this policy are twofold. They are as follows:

(1) This policy will be formally reviewed after three years. All formal reviews will be conducted by the Committee of Management, the Director, parents, and interested community members if the Director feels it is necessary. For example the Director might decide that a health and hygiene policy should be considered by a local doctor or nurse as part of the formal review process. All formal reviews will be recorded as per the 'Centre Review Sheet – Formal Three Yearly Review Form' attached to each policy. Given the large number of policies that early childhood centres are now required to develop, it is considered that a formal review does not need to be taken more frequently because (1) each policy needs time for staff to adapt to and time to run so as to enable a well informed evaluation/review during the third year and (2) the formal, three year review process will be a demanding one for the preschool Committee of Management which is composed of voluntary members. Therefore it is considered that a formal review should occur regularly but not excessively so.

(2) Within this three year period however the policy will still be monitored, evaluated and minor adjustments can be made in line with daily occurrences or needs at the centre. This will occur as part of an ongoing process of review undertaken by the centre Director and staff during each calendar year. These reviews will be recorded and dated as per the 'Director's Annual Review Form' and these will also be attached to each policy, along with the formal, three yearly reviews.

The Director's annual review will occur on an ongoing basis and will thus ensure this policy is continually updated. For example if updates are received from a government department that warrant immediate change of some policy procedures, or if implementing a policy has resulted in agreement by staff that minor modifications are necessary before the policy is enacted upon again, these improvements can be made immediately through the Director's annual review process and then be presented to the Committee of Management for ratification at the next formal, three yearly review.

Reviewed 18<sup>th</sup> November 2014

Signed: Leanne Nixon

Appendix 2

## Excursion Risk Management Plan

Service Name: ..... Excursion Name: .....

Excursion Co-ordinator: ..... Number in Group ..... Age range ..... Date .....

Supervising Educators: .....

Accompanying Parents: .....

Location/s .....

Activity	Hazard Identification	Existing Controls	Rating			Elimination or Control Measures	Who	When
			Effectiveness of Control	Consequence of risk	Likelihood of risk consequence occurring			
	Type/Cause	Any existing policy, procedure, practice that acts to minimise a particular risk				What will be done	Who is responsible	When it will happen
Walking to bus stop	Risk of child getting hit by car	Ratios (1 adult to each 2 children) Hand holding	<b>Satisfactory</b> Poor Unknown	Insignificant Minor Moderate <b>Major</b>	Rare <b>Unlikely</b> Likely Almost Definitely	Reinforce that each adult is to hold one hand of each child at all times until children boarding bus	Janet R	At start of excursion
			Satisfactory Poor Unknown	Insignificant Minor Moderate Major	Rare Unlikely Likely Almost Definitely			
			Satisfactory Poor Unknown	Insignificant Minor Moderate Major	Rare Unlikely Likely Almost			



					Definitely			
			Satisfactory Poor Unknown	Insignificant Minor Moderate Major	Rare Unlikely Likely Almost Definitely			
			Satisfactory Poor Unknown	Insignificant Minor Moderate Major	Rare Unlikely Likely Almost Definitely			