

<b>B-3</b>	<b>EXCURSIONS</b>	
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## POLICY STATEMENT

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TWOOSH will plan excursions to extend the educational programming at the service. Excursions are designed to allow children to explore their physical and social environment, including their local community, away from the service's premises ("My Time, Our Place" Outcome 2.1). Guardian permission will be sought for all excursions, and each excursion will be carefully planned and the potential risks assessed. When planning excursions, Educators will take into consideration experiences that encourage children to investigate ideas, solve problems and use complex concepts and thinking, reasoning and hypothesising, and to transfer and adapt what they have learned from one context to another ("My Time, Our Place" Outcomes 4.2, 4.3). Excursions will nurture children's development of life skills and provide new play and leisure experiences. All of TWOOSH's Health and Safety policies and behaviour management policies will be taken into consideration and implemented on excursions when necessary.

## REFERENCES AND CONSIDERATIONS

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- Education and Care Services National Law Act 2010 (165, 167-169)
- Education and Care Services National Regulation 2011 ( 99-102, 168)
- National Quality Standards 2.2, 6.2, 7.1, Elements 2.2.1, 2.2.2, 2.2.3, 6.2.3, 7.1.2
- 'My Time, Our Place' Framework for School Age Care in Australia 2011

### Related TWOOSH documents

- TWOOSH Risk assessments
- Policy B-6 – Water safety
- Policy D-11 – Child protection
- Policy D-9 - Providing a child safe environment
- Policy D-12 – Behaviour management

## PROCEDURES

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### Venue selection

Excursions will be planned based on consideration of the following:

- ◆ children's age and abilities
- ◆ children's interests and suggestions
- ◆ ways to maximise the children's developmental experiences and opportunities to practice new skills
- ◆ previous excursion feedback from Guardians, children, and Educators
- ◆ suitability of the venue eg. access to shade, food, drink and toilet facilities
- ◆ clothing and equipment required
- ◆ cost of activity (to cater for the CCS rebate excursion costs will be all inclusive)
- ◆ travel arrangements
- ◆ Educator requirements

## Risk assessment

- ◆ A risk assessment must be prepared for each excursion. This is documented in a Risk Management Plan.
- ◆ A Risk Management Plan (RMP) will include:
  - the proposed route and destination for the excursion
  - water hazards
  - the transport to and from the proposed destination for the excursion
  - the number of adults and children involved in the excursion
  - the number of Educators or other responsible adults required to ensure appropriate supervision (this number will be determined by considering the risks posed by the excursion and whether any adults with specialised skills are required)
  - the proposed activities
  - site specific hazards
  - the likely duration of the excursion
  - the items that should be taken on the excursion, e.g., first aid kit, mobile phone and a list of emergency contact numbers
  - verbal instructions to children on appropriate behaviour expected while on excursions.
- ◆ Copies of the RMP will be kept in the office filing cabinet. RMPs are valid for 12 months and require updating after this time.
- ◆ Once an initial RMP has been carried out for regular outings, RMPs are not required for subsequent outings to the same place, unless there is a change of location or venue. RMPs should be reviewed annually and modified or updated if need be.
- ◆ RMPs are to be completed by at least two Educators and signed off by Director. If the RMP was completed by the Director, it needs to be sighted and signed off by at least one other Educator.

## Permission

- ◆ Guardians' permission must be obtained before any child is taken outside of TWOOSH premises and specific permission is required for swimming. By signing the excursion permission form, the Guardian is authorising their child to attend the activities stated. Email permission may be accepted at the discretion of the Director.
- ◆ Excursions to locations visited on a regular basis such as local parks may be undertaken without prior notice if Guardians have given excursion permission for regular outings. If an excursion is a regular outing, Guardians will be informed of this and authorisation is only required once in a 12-month period.

## Supervision

- ◆ Adequate numbers of Educators must be rostered on for excursions to effectively supervise the children. Numbers of Educators must:
  - take into consideration the ages and developmental stage of the children attending the excursion
  - be based on a risk assessment of the excursion.
- ◆ A minimum ratio of 1:10 (Educator:child) is used on general excursions, and 1:5 is used when swimming (open body of water). Please see Policy B-6 for more information.
- ◆ Children will be orientated on the risk elements and procedures prior to attending any excursion. This would include what to do if they become separated from the group, toileting procedures, strangers, etc.
- ◆ Head counts are conducted regularly throughout the excursion including before getting on and off buses, when entering and leaving a facility, and whenever groups change or come together.
- ◆ An Educator must inspect all public toilets before children use them. An Educator and at least one other child must accompany any child when using a public toilet.

- ◆ When walking with the children, one Educator must lead the group, another follows at the back, and the remaining Educators spaced along the group, walking on the road side of the footpath.
- ◆ When crossing a road, a pedestrian crossing must be used if possible. If there is no pedestrian crossing, the safest way to cross the road must be determined. One Educator must step out onto the road, and if necessary, stop traffic from both directions. The remaining Educators then lead the children across the road.
- ◆ Children will wear TWOOSH's green T-shirts with centre name and contact number, making them easily identifiable as a group while out on excursions.

## Information and equipment

Information and equipment to be taken on excursions will include:

- ◆ a list of all children with relevant personal details and Guardian contact phone numbers
- ◆ a list of emergency procedures and contact numbers
- ◆ Educator emergency contact numbers
- ◆ a first aid kit, including SPF 30+ broad-spectrum water resistant sunscreen
- ◆ any individual medication required for children attending the excursion, including EpiPens
- ◆ a fully charged mobile phone
- ◆ other information/equipment noted on the Risk Management Plan.
- ◆ asthma kit.

## Lost child

- ◆ In the event that a child is lost during an excursion, the wellbeing and safety of the other children in the group will remain important, and at least one Educator will remain with the group.
- ◆ The Educator will:
  - inform other Educators in the group
  - ask the children if they have seen the missing child recently
  - reassure any child who may be upset
  - search the premises
  - check the meeting points
  - ask the venue staff to begin a search and make an announcement over a loudspeaker if possible.
- ◆ Once initial checks have been undertaken, and if the lost child has not been found, the Director or a Responsible Person will call the Police and the Guardians.

## Travelling to and from an excursion

- ◆ Children are only permitted to travel to an excursion with written permission from a parent. Travel modalities include:
  - private transport (e.g. chartered bus)
  - public transport (e.g. public train or bus)
  - walking
- ◆ Children must be effectively supervised at all times and never left unattended regardless of travel modality.

## Private or public transport

- ◆ When using public or private transport, each journey will be preceded by a risk assessment, e.g., when travelling by bus, TWOOSH will ensure:
  - operators hold appropriate licenses and insurances.
  - operators provide correct facilities, i.e. wheelchair access if applicable.
  - adequate adult supervision.
  - children display appropriate behaviour.

- ◆ In the event of a transport breakdown or accident:
  - while waiting for replacement transport/repairs children will be kept safe, comfortable and occupied with suitable activities.
  - Educator to child ratios will be maintained.
  - children will not be left in the sole custody of bus drivers or any other persons.
- ◆ In the event of a late return to TWOOSH premises, every effort will be made to notify Guardians.

## Walking

- ◆ Children and Educators can walk to the excursion site if it is close to TWOOSH premises.
- ◆ The decision to walk will be preceded by a risk assessment, and the safest possible route used for Educators and children.

## Emergency procedures

- ◆ Educators and children are to follow the procedures set by each excursion provider/location. Risk assessments will be completed before the excursion and any facility specific emergency procedures will be attached.
- ◆ For outdoor locations such as parks, Educators are to set meeting points in the event of any emergency.
- ◆ In the event of an emergency, if the Director is not present, they need to be notified as soon as practicable.
- ◆ Contact lists will be used to contact Guardians if needed.

## Revisions

### Date of next review: May 2023

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Date	Reviewer	Approved by
30.10.17		TWOOSH Management Committee
17.09.18		TWOOSH Management Committee
23.09.19		TWOOSH Management Committee
14.09.20	RC, MK	TWOOSH Management Committee
26.11.21	SR	TWOOSH Management Committee

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