



EXCURSION POLICY

(required-regulation 100-102)

Policy Statement

New Lambton District OOSH (NLDOSH) will plan excursions to extend the value of the programming at our centre. Parent/ guardian permission will be sought for all excursions and every excursion will be carefully planned with potential risks assessed. Processes that comply with regulation will be implemented to ensure the safety and security of all children participating in excursions.

Procedures

Risk Assessment

- a. A risk assessment must be conducted in relation to the excursion, as well as the transportation of children, before written authorisations are issued to parents/ guardians of the children participating in the excursion. The assessment must consider:
 - the proposed route and destination as well as transport to and from
 - any water hazards and risks associated with water-based activities
 - given the risk posed by the excursion, the number of educators or other responsible adults required for appropriate supervision and whether any adults with specialised skills are required
 - the proposed activities and their duration as well as any items that will be required.

Authorisations

- a. Educators must ensure children are not taken outside the premises on an excursion unless written authorisation has been provided. The authorisation must be given by a parent/ guardian or other person named in the child's enrolment form as having authority to authorise the taking of the child outside the OOSH premises by educators and must state:
 - The child's name
 - The reason the child is to be taken outside the centre and a description of the proposed destination of the excursion
 - The date the child is to be taken on the excursion (unless the authorisation is for a regular outing) and the method of transport to be used to and from the excursion

- The proposed activities to be undertaken by the child during the excursion and the period the child will be away from the centre
- The anticipated number of children likely to be attending the excursion and the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
- The anticipated number of educators and any other adults who will accompany and supervise the children on the excursion
- That a risk assessment has been prepared and is available at the service.

Transport to/ from the excursion

a. When travel to/ from an excursion occurs by bus:

- a private bus is contracted, and children will travel on the bus with educators who will ensure that all children remain seated and do not behave in a dangerous or destructive manner
- an excursion children attendance check list and mobile phone must be carried on the bus by an educator. This ensures communication between educators on the bus and the Centre and that a full list of excursion attendees is readily available
- a mobile first aid kit will be carried by educators
- when dropping off/ picking up children the bus will be parked in location which does not require children to cross roads and a wet weather area will be designated at school when collecting children on rainy days
- an educator attending the excursion will give the driver a card detailing their name and contact number, the centre's name, address and contact phone numbers in case of an emergency.

b. Private vehicles can only be used to transport children to/ from an excursion if:

- the vehicle is registered, is in safe mechanical condition, has childproof locks which are used, is fitted with seat belts and where possible has booster seats for children under 7
- the driver has a current drivers' license, is insured and holds a current first aid certificate.

c. When using public transport to/ from an excursion educators accompanying children will:

- ensure that an excursion children attendance list is taken on the journey
- take the Centre's name, address and contact details with them
- conduct a head count on a regular basis
- assist children in getting on and off the mode of transport
- ensure that all children are accounted for before allowing the vehicle to leave.

d. If the vehicle being used to transport children to/ from an excursion breaks down:

- the educator in charge, or the driver, will phone the centre to inform the Responsible Person
 - the Responsible Person, and the driver of the bus, will discuss suitable alternative transport arrangements
 - educators will ensure that the children are always kept safe and calm
 - the Responsible Person will inform parents/ guardians of the breakdown and potential length of the delay.
- e. If any vehicle used to transport children to/ from an excursion is involved in a vehicle accident:
- educators will comfort and calm the children, check to see if any children or educators are hurt, conduct first aid, phone for an ambulance if necessary
 - educators will report the accident to the Nominated Supervisor and the Police and complete an incident report when they return to the centre
 - the Nominated Supervisor will organise alternative transport and inform parents/ guardians of the incident and ensure that all appropriate accident procedures are undertaken including informing the Department of Education.
- f. When transporting children to/ from an excursion by foot, educators will:
- wear a clear identification badge and keep children together as a group and walk in line on pavements
 - ensure the safest route is taken and that children cross the road at a crossing or lights where available and obey the road rules
 - remain vigilant to ensure no child runs ahead, lags too far behind the group or acts inappropriately
 - take appropriate wet weather gear, jackets or sun hats as required.

Lost child

- a. Should a child not be present and waiting in the designated area the educator will:
- Ask the children of their knowledge of where the child might be, then approach other educators and ask for any information they might have regarding the child's location
 - The bus/ transport must not leave the location until all children are present and/ or accounted for.
- b. If the child cannot be found the educator must contact the centre.
- c. Centre staff will:
- Contact the parent/ guardian
 - Phone other emergency contact numbers
 - Continue to keep in touch with the travelling staff and the parent/ guardian

- The bus/ transport should return to OOSH at this point leaving a staff member at the location where the child was last seen.

d. If the child is still missing:

- Parents/ guardians are to be kept informed.
- The police are to be contacted immediately.

General

- Children should be made aware of all the rules associated with all the modes of transport. Educators will ensure that these rules are enforced.
- In the unlikely event of a child not meeting the organised transport in time, the Centre and the school will liaise to make alternative arrangements, which may include travelling in an educator's car. The Nominated Supervisor is responsible for ensuring the educator has a legal driver's license and is fully insured.

Considerations

Name	Reference
Education and Care Services National Regulations	100, 101, 102, 168
National Quality Standard	
Other NDLOOSH policies/ documentation	<ul style="list-style-type: none"> • Excursion Children Attendance Sheet • Excursion Risk Management Plan • Permission Form • Excursion Procedure
Other	<ul style="list-style-type: none"> • Occupational Health and Safety Act • Roads and Transport Regulations

Policy status

Policy developed	February 2007
Last reviewed	June 2019
Due for review	June 2020
Policy owned by	Centre Coordinator