



AIM

Alstonville Nestle In Education and Care Centre actively participate in excursions and feel excursions are a valuable part of our program. When planning excursions educators ensure the safety of the children is at the fore. Children participate in excursions when families have been informed and permit their children to attend. When excursions are planned, staff consider the educational value of the event. Risk assessments are conducted prior to the excursion.

EXPLANATION

We believe excursions to be a valuable experience for children. Excursions provide the opportunity to expand and enhance children's experiences, explore different environments and engage in meaningful ways with their communities. Excursions require appropriate planning and risk management to ensure the best experience and enjoyment for all. Our centre is committed to providing excursions that are well considered and planned, provide meaningful experiences and ensure the health, safety and wellbeing of children at all times.

IMPLEMENTATION

Planning

All excursions will be planned in advance to:

- maximise both children's developmental experiences and their safety
- reflect the age, capacity and interests of the children
- ensure they are properly supervised and conducted in a safe manner
- are conducted with fully informed written parental permission.

All excursions will be thoroughly researched to ensure:

- supervision is adequate so children cannot be separated from the group
- access to hazardous equipment and environments are minimized
- there is adequate access to food, drink and other facilities (toilets, hand washing etc)
- consideration is given to the mobility and supervision requirements of children with additional needs

- that adequate sun and shade protection is available.

When planning for an excursion educators will:

- Assess the requirements for the excursion;
- Conduct a **risk assessment**;
- Inform families of the details of the excursion including destination, objectives and outcomes, and what the child should bring;
- Provide parents or legal guardians with an excursion permission form to complete to authorise their child to participate on the excursion;
- Collect completed permission forms for each child attending the excursion;
- Arrange for a suitably equipped first aid kit and mobile phone to be taken on the excursion.
- Educators must make alternate arrangements for any children who are not attending the excursion, and ensure that any dialogue or pre-planning for the excursion does not alienate such children from social networks.
- Additional factors need to be considered in the planning of excursions for children with additional needs. Where possible, our service will uphold the right for all children to access all excursions and engage in meaningful ways while on excursions.

RISK ASSESSMENT

The Nominated Supervisor will:

Ensure a risk assessment is conducted prior to an excursion to identify and assess the risk the excursion may pose to the safety, health and wellbeing of any child whilst on the excursion, and will specify how the service will manage any risks identified.

The risk assessment conducted will consider:

- destination and duration of the excursion;
- potential water hazards or any hazard associated with water based activities;
- transport to and from destination;
- number of educators, responsible persons, and children involved;
- proposed activities
- supervision of toileting
- items to be taken on the excursion eg: mobile phone, emergency contact numbers etc.

Note: If the excursion is a regular occurrence a risk assessment will only be carried out once, provided the circumstances around the excursion have not changed in any way since the initial risk assessment was conducted.

- Appoint a Certified Supervisor to be in charge of the excursion.

AUTHORISATION

The Nominated Supervisor will:

Ensure parents are given a permission form with details of the excursion including:

- date, description, duration and destination of proposed excursion;
- method of transport to be used;

- reason for the excursion , and proposed activities to be conducted on the excursion;
- the number of educators and staff and other adults attending;
- statement that a risk assessment has been prepared and is available at the service for parents to view.

If the excursion is a regular outing, authorisation is required once in a 12 month period. All parents or legal guardians will be asked to sign permission forms for regular excursions on enrolment and at the beginning of each subsequent year.

SELF ASSESSMENT

- Excursions are conducted in a safe manner and evaluated.
- Risk assessment outcome will direct changes to ensure children's safety.

SOURCE

Education and Care Services National Law Act 2010
Education and Care Services National Regulation 2011
National Quality Standards 2011
Kidsafe NSW www.kidsafensw.org.au

REVIEW

Annually

To be reviewed February 2017