	<h2>Kingston Beach Educational Care</h2>
<p>Effective: <b>April 2014</b>          Next Review:  <b>April 2015</b></p>	<h2>Excursions</h2>

### Aims

At Kingston Beach Educational Care we acknowledge the value of relevant excursions in allowing children to gain a greater insight of the community in which they live, and learn from these experiences. Our service will actively seek to minimise any risks associated with excursions, and respond promptly and appropriately to any emergency whilst on an excursion. Educators will educate children and families regarding safe road (or other transport) and play practices.

### Implementation

#### Excursion Risk Assessment and Planning Process

- The service must conduct a risk assessment prior to an excursion taking place.
- Risk assessments are only required once if the excursion is a regular outing. Regular outings are walks, drives or trips to places that we visit regularly and which always have the same risks.
- The risk assessment must be recorded using the Excursion Risk Assessment Form. Parents will be notified on the Authorisation for Excursion Form that they can access the Excursion Risk Assessments prior to the excursion upon their request. The service must comply with these requests and make all information available to parents if requested.
- Using the Excursion Risk Assessment Form attached to this policy, the service must take into consideration the following –
  - Any risk that the excursion may pose to the safety, health and wellbeing of any child and identify how these risks will be managed and minimised.
  - Any water hazards.
  - Any risks associated with water-based activities.
  - Transportation (to and from).
  - The ratio of adults and children which must comply with the ratios in the Staffing Arrangements Policy.
  - Specialised skills required (such as life-saving skills).
  - Proposed activities.
  - Proposed duration.
  - Any medical conditions that need to be considered and managed for each child with specific health needs.
- The Risk Assessment Checklist must also be conducted prior any excursion.
- A parent or authorised nominee must provide a written authority for each child who is attending the excursion using the Authorisation for Excursion Form.

- Using the Authorisation for Excursion Form, the service will ensure that the emergency contact details for each child are up-to-date.

### **Transport Considerations**

The means of transport must be stated on the permission note.

**Buses** - 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. Seat belt guidelines must be followed depending on the bus. If the bus has seat belts, they must be worn at all times.

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

**Prams** - The prams that are utilised by the service conform to Australian Standards and checks are done to ensure they are in good working order, with nothing that could cause potential danger for the children on the outing. The children are to be securely fastened into their seats prior to departure. Any safety concerns on the regular outings are documented and passed on to Management.

### **Insurance**

Any planned excursion must be consistent with the requirements/exclusions of the Public Liability Cover held by the service.

### **Routine Excursions (local community–park, oval)**

- Children may only participate in walking excursions within the local community, if the authority has been given by the parent or authorised nominee in the past 12 months.
- Document in the excursion book: time of leaving and returning, destination, means of transport and children and staff's names.
- Appropriate supervision will be maintained by staff at all times while out of the centre. Children are to walk hand-in hand with another child/staff member of the service or hold the 'special' coloured walking rope. Staff are to be spaced evenly throughout the group.
- Minimum educator:child ratios will be maintained for each outing taking into consideration the age and abilities of the group of children, and the destination and length of the excursion.
- Any volunteers/students who are regular visitors who are assisting at an excursion must have a safety screening certificate and be older than 18 years.
- There will be at least one staff member who has a current first aid certificate with child CPR in attendance.
- The following items will be taken on every excursion:
  - First-aid and asthma kits, child medication such as epi-pens, ventolin, sunscreen, wipes and tissues.
  - Mobile phone – so that contact can be made with the centre or emergency services in the event of an emergency.
  - A list of all children, parents and staff who are attending the excursion.

- Emergency information – children with allergic reactions, medication, management plans.
- Staff will ensure that all children are dressed appropriately for the weather conditions.
- Where children are not able to go on excursions alternative arrangements will be made.

### National Quality Standards

QA2	2.3.1	Children are adequately supervised at all times.
	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury

### National Regulations


Reg	99	Children leaving the education and care service premises
	100	Risk assessment must be conducted before excursion
	101	Conduct of risk assessment for excursion
	102	Authorisation for excursions

### Sources

Education and Care Services National Regulations 2011  
National Quality Standards

### Related Policies

Staffing Arrangements  
Education, Curriculum and Learning Policy

	<b>Kingston Beach Educational Care</b>
	<b>Risk Assessment Checklist</b>

***Please circle.***

Yes	No		Risk Assessment
yes	no	N/A	The service has an itinerary (including times) for the excursion.
yes	no	N/A	At least 24 hours notice of the excursion has been given to parents, with an itinerary for the excursion. It is preferable for longer notice to be given where possible.
yes	no	N/A	A signed permission for the specific excursion and any specific activity which is to take place during the excursion has been received from the parents. Regular outings can be covered by one form for a period of 12 months.
yes	no	N/A	A list of children attending the excursion is left at the service prior to departure and a copy carried by the Supervisor for the purpose of checking at regular intervals during the course of the excursion.
yes	no	N/A	The Supervisor has ensured that all children are equipped with clothing appropriate for the excursion. For example - jumpers, sun hats, appropriate footwear, sunscreen.
yes	no	N/A	Educators are able to ensure children have access to shaded areas.
yes	no	N/A	Any excursion planned is consistent with the requirements/exclusions of the Public Liability Insurance Cover held by the service.
yes	no	N/A	A fully stocked first aid kit is taken.
yes	no	N/A	Each child's emergency contact details are updated and taken.
yes	no	N/A	A mobile phone is organised to take on the excursion.
yes	no	N/A	Medication and a management plan for any children attending the excursion are available and updated.
yes	no	N/A	A designated educator must be assigned to directly supervise any child with a chronic illness/allergic condition. The educator is to hold the child's medication and management plan throughout the excursion.

# Excursion Risk Assessment Guide



## Step 1. What is the hazard?



## Step 3. What can we do to protect everybody?





Substitute for a lesser risk	Yes	No
Isolate the hazard from the person at risk	Yes	No
Minimise the risk through engineering means	Yes	No
Implement change through administrative means	Yes	No
Use personal protection PPE	Yes	No



## Step 2. What is the risk?



## Step 4. List the step by step procedure we need to make it safe.

	++ very likely	+ likely	- unlikely rare	-- very unlikely
Kill, Permanent Disability 	1	1	2	3
Long term illness Serious Injury 	1	2	3	4
Medical Attention Several Days Off 	2	3	4	5
First Aid Needed 	3	4	5	6


The numbers show how important it is to do something:  
 1 - it is extremely important to do something about this hazard as soon as possible  
 6 - this hazard may not need your immediate attention.



## Kingston Beach Educational Care

### Excursion Risk Assessment

<b>Activity</b>		<b>Date(s)</b>	
<b>Conducted by</b>			
<b>Planned itinerary (timetable)</b>	<b>Hazard</b>	<b>Risk (refer to guide step 2)</b>	<b>Steps to minimise</b>
<i>Example</i> <i>Bus travel</i>	<i>Vehicle accident</i>	<i>3 – very unlikely Consequence: Kill, permanent disability</i>	<i>Hire licensed and reputable transport company. Qualified driver.  Supervision strategically placed throughout bus  Discussion with children on importance of safety on buses</i>
	<i>Motion sickness</i>	<i>6 – very unlikely Consequence: First aid needed</i>	<i>Carry motion sickness bags</i>

	<h2>Kingston Beach Educational Care</h2>		
<h3>Excursion Risk Management Plan</h3>			
Date(s) of excursion		Excursion destination	
Departure time		Arrival time	
Proposed activities Including reason (attach itinerary)			
Method of transport, Including proposed route			
Items to be taken	By service:  By children:		
Water hazards? YES / NO  If yes, detail in risk assessment.	Number of children attending excursion		Number of educators/ parents/volunteers
Name of excursion co-ordinator		Contact number of excursion co-ordinator	
Educator to child ratio, including whether this excursion warrants a higher ratio?  Please provide details. Including any specialised skills required to ensure the children's safety eg life saving skills			
Attached documentation includes venue information, risk assessment checklist, appropriate hazard identification and authorisations  YES / NO			
Plan prepared by		Prepared in consultation with	
Communicated to Co-Director		Signed by Co-Director	



## Kingston Beach Educational Care

### Excursion Details and Authorisation

Kingston Beach Educational Care has organised an excursion for your child to attend. All of the relevant details are provided below for your convenience. The service has conducted an Excursion Risk Assessment which is available for your review upon request. For your child to attend, you are required to read this information and complete the **Authority for Excursion Form**. To complete this form, you must be listed on the child's enrolment record as either their parent or an emergency contact/authorised nominee.

<b>Date and Time of Proposed excursion</b>	
<b>Destination</b>	
<b>Reason for excursion</b>	
<b>Route (to and from)</b>	
<b>Transportation details</b>	
<b>The period the child will be away from the service premises</b>	
<b>No. of adults involved and anticipated ratio of adults:children</b>	
<b>No. of children involved</b>	
<b>Proposed activities</b>	
<b>Items to be taken by the child and provided by the parents</b>	





## Kingston Beach Educational Care

### Excursion Details and Authorisation

#### Authority for Excursion Form

**Child's Full Name**

**Parent or Authorised  
nominee's Full Name**

**Relationship to child**

**Updated emergency  
contact details**  
(if different from the child's  
Enrolment Form)

**Interested in Volunteering  
to attend the excursion?**

**By signing the Authorisation for Excursion Form, I agree to and understand the following:**

- My child has my permission to attend the excursion listed. If the excursion is a regular outing, my child has permission to attend for 12 months after the date listed below.
- I am listed on the child's Enrolment Form as a Parent or Authorised Nominee/Emergency Contact
- I have read all of the details provided by the service and understand that I can access the Excursion Risk Assessment at the service.
- The contact details, including all emergency contact details, listed on my child's Enrolment Form are up-to-date. If not, I have provided the updated contact details above.

**Signature:**

**Date:**



## Kingston Beach Educational Care

### Excursion Evaluation Form

<b>Date:</b>	
<b>Where was the excursion to?</b>	
<b>Staff who attended?</b>	
<b>Parents who attended?</b>	
<b>What happened whilst on the excursion?</b>  <b>Include what the children gained from the experience.</b>	
<b>Any accidents/incidents occur whilst on the excursion?</b>	
<b>What should be considered for next time?</b>	