

Policy Statement

Activity Centres Incorporated believes that excursions and incursions are an essential part of the program, providing the children with an opportunity to access a variety of experiences. This allows children the opportunity to expand their knowledge through play. The Organisation aims to consult with children and their families to plan excursions and incursions that will expand the children's knowledge and allow them the experience to visit venues that connects them with their community.

The Education and Care Services National Regulations requires the Organisation to have Policies and Procedures in place for managing excursions.

Definition

Excursion: means an outing organised by an education and care service or family day care educator but does not include an outing organised by an education and care service provided on a school site if-

- (a) a child or children leave the education and care service premises in the company of an educator and
- (b) the child or children do not leave the school site

Regular outing: in relation to an education and care service, means a walk, drive or trip to and from a destination

- (a) that the service visits regularly as part of its educational program; and
- (b) where the circumstances relevant to the risk assessment are *substantially* the same on each

Incursion: means an activity organised by our early childcare service, whereby an outside body is employed or engaged to visit the service to run an educational program and to promote culture and diversity. This could include a visit from a dentist, the Rural Fire Service, an Aboriginal Cultural awareness group, science or reptile show or a musical or drama performance. Some incursions may be offered free of charge whilst others may incur a small participation cost.

Procedures

- ✓ All excursions during Vacation care are compulsory. All children booked in to care will attend the excursion.
- ✓ Vacation care forms will clearly state that the excursion is compulsory.
- ✓ During before and after school care and Long Day Care the Responsible Person may choose to take the children out within the local/school community, in this case written authorisation will be sort from parents/authorised nominee before the regular outing will take place.
- ✓ When planning for excursions or incursions, the Organisation will consider the children's ages, capabilities and interests and ensure that the activity will support the children's developmental stage to enable them to become involved learners.
- ✓ Where possible, an Educator will visit the venue, to ensure that the venue is suitable for the children attending, considering disabilities and access for wheelchairs or will contact the venue to ensure it is suitable to our needs.
- ✓ Responsibility in considering the weather conditions on the day of the excursion is outlined in the Risk Assessment. An alternative activity will be programmed. The cancellation of excursions will be decided in the best interest of the children and Educators safety and wellbeing.
- ✓ It is the responsibility of all Educators to ensure that the Organisation's Policies and Procedures are adhered to while on the excursion.
- ✓ Children and Educators must have access to food and water while attending any excursion.
- ✓ Children must have a refillable drink bottle, if they don't, one will be given to them, cost will be charged to the families account.
- ✓ Children and Educators must have access to hand washing and toilet amenities.
- ✓ Coordinators and Managers will be responsible to prepare Risk Assessments in accordance to Regulation 101 (2) prior to attending the excursion. Risk Assessments for excursions and incursions are available on the website.
- ✓ If the excursion is attended on a regular basis a Risk Assessment is not required under the regulation 100 (4).
- ✓ It is the responsibility of all Educators attending the excursion to have read and understood the Risk Assessment.
- ✓ Whilst on the excursion it is the responsibility of all Educators to provide feedback to the Responsible Person of any hazards or concerns on the suitability of the venue, children's or Educator behaviour.
- ✓ The Manager will ensure that one Educator holds a current first aid, anaphylaxis and asthma certificate attending the excursion.
- ✓ The Responsible Person will ensure that the best option for moving children and Educators from the Service to the venue has been investigated and comply with transport legislation and regulations.

- ✓ The Responsible Person will inform Educators and any other persons attending the excursion that they have been made aware of the Transport Policy and procedures for supervising and assisting children while travelling in public or private transport or walking.
- ✓ No child will be taken outside the Service without written authorisation from parent/authorised nominee.
- ✓ Coordinators or Managers will ensure that families have been provided sufficient notice of excursion or incursion and that the authorisation for excursions has been prepared in accordance with Regulation 102.
- ✓ Enrolment forms will specify the details of regular outings ie the local park, community gardens etc.
- ✓ The cost of each planned excursion will include: entry fee and transport costs.
- ✓ The cost of each planned incursion will include: vendors fees, and any other costs that may be involved
- ✓ When an excursion leaves the Service unattended for the day, a notice will be prominently displayed at the Service, for the families and visitors to be informed of :
 - Destination of the excursion.
 - Estimated time of arrival back to the Service.
 - Mobile phone number.
- ✓ Parents/guardians or volunteers that assist on any excursion or incursion must be over the age of 18 and will not be left alone with children.
- ✓ Children, who have previously displayed behaviour that has put themselves and/or others at risk, will not be able to attend.
- ✓ Excursions that involve children going into water, the child's swimming ability will be provided on the permission form.
- ✓ It is the Manager's responsibility to ensure that the Staff: child ratios for water activities are in accordance to the regulations.
- ✓ No swimming will be permitted in dams, rivers and beaches because of the high risk involved.
- ✓ All children attending excursions during Vacation Care will be supplied a polo shirt that has the Organisation's contact number on it. Parents will be given the option to purchase the child's own, if they wish to do so. The shirt must be visible while outside the Service. During cold weather children can place them over their winter clothing. The purpose of this is to prevent losing children at a venue. It provides Educators with a visual of who is with our group and all children have our number in the event they become separated from the group.
- ✓ Educators that attend excursions will wear their ACI orange shirt- to provide a visual for children to easily identify which adults are with the group.
- ✓ If an excursion is prepared for before and after school care or pupil free days that takes the children to a venue where they can mix with the general public, a polo shirt will be made available.
- ✓ On return from the excursion polos will be collected and sent to be laundered as per the services Laundry Policy.
- ✓ Responsible Person will advise families of the clothing requirements that the children may need on the excursion.
- ✓ Children's name will not be displayed on their person in any form. Educators will discourage the wearing of hats or clothing that displays the child's name while outside the Service.
- ✓ If a child does not have a hat, the Service will supply a hat and the cost for the hat will be added to the family's account.
- ✓ Responsible Person will ensure that they have taken the relevant information and equipment.

Lost Child

- ✓ In the event that a child is lost during an excursion the well-being and safety of the other children in the group will be considered and at least one Educator will remain with the group.
- ✓ Lost child incident strategy is recorded on Risk Assessment for all excursions.
- ✓ Inform the Responsible Person.
- ✓ 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 Responsible Person or Educator will contact the Police and the child's parents.
- ✓ Nominated Supervisor to report as a serious incident to Regulatory Authority.

Considerations

Education and Care Services National Law

165	Offence to inadequately supervise children
167	Offence relating to protection of children from harm and hazards

Education and Care Services National Regulations

4 (1)	Definition regular outing
89	First Aid Kits
90	Medical Conditions Policy
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
100	Risk assessment must be conducted before excursion
101	Conduct or risk assessment for excursion
102	Authorisation for excursion
123	Educator to child ratio – centre-based services
136	First aid qualification
161	Authorisations to be kept in enrolment record
168	Education and Care Service must have policies and procedures
170	Policies and procedures to be followed

Education and Care Services National Quality Standards

Quality Area	Standard	Element
QA 1 Program	1.1 Program	1.1.3 Program learning opportunities
QA 2 Children's health and safety	2.2 Safety	2.2.1 Supervision
QA 3 Physical environment	3.2 Use	3.2.1 Inclusive environment
QA 4 Staffing arrangements	4.1 Staffing arrangements	4.1.1 Organisation of educators
QA 5 Relationships with children	5.1 Relationships between educators and children	5.1.1 Positive educators to child interactions
QA 6 Collaborative partnerships with families and communities	6.2 Collaborative partnerships	6.2.2 Access and participation
QA 7 Governance and Leadership	7.1 Governance	7.1.2 Management Systems

Activity Centres Inc. Policies and Procedures

Absent and Missing Children	Medical Conditions
Acceptance and Refusal of Authorisations	Medication Administration
Child Protection	Programming
Child Safe Environment	Responsible Person
Emergency	Staff Training
First Aid – Management of Incident, Injury, Illness and Trauma	Supervision
Inclusion	Work, Health and Safety
	Water Safety

My Time, Our Place

Learning Outcome 1 Children have a strong sense of identity	<ul style="list-style-type: none"> Children feel safe, secure and supported
Learning Outcome 3 Children have a strong sense of wellbeing	<ul style="list-style-type: none"> Children become strong in their social and emotional wellbeing
Learning Outcome 4 Children are confident and involved learners	<ul style="list-style-type: none"> Children develop dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity

Early Years Learning Framework

Learning Outcome 1 Children have a strong sense of identity	<ul style="list-style-type: none"> • Children feel safe, secure and supported
Learning Outcome 3 Children have a strong sense of wellbeing	<ul style="list-style-type: none"> • Children become strong in their social and emotional wellbeing
Learning Outcome 4 Children are confident and involved learners	<ul style="list-style-type: none"> • Children develop dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity

Legislation

SafeWork NSW	https://www.safework.nsw.gov.au
Kids and Traffic - Early Childhood Road Safety Education Program	www.kidsandtraffic.mq.edu.au

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Policy is only endorsed if initialled by 2 members of the Management Committee

Endorsed by the Management Committee on the 04 November 2022
 Excursion Policy is to be reviewed by the 04 November 2026