

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 Service will aim 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.

Considerations

- ✓ Education and Care Services National Law 2010
- ✓ Education and Care Services National Regulations 2011 (current version 1 February 2018)
- ✓ Education and Care Services National Quality Standards 2011 (current version 2018)
- ✓ My Time Our Place
- ✓ Activity Centres Incorporation Policies & Procedures
- ✓ Work Health and Safety Act 2011 No 10
- ✓ Kidsafe NSW Inc
- ✓ Transport for NSW
- ✓ Activity Centres Incorporated Reporting to the Regulatory Authority Policy

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, the Coordinator may choose to take the children out within the local community, in this case permission will be sort from parents before the excursion will take place.
- Ongoing excursions will take place at Toongabbie West where children will be taken to Ambrose Park or Bungaree Community Garden as part of our programmed and free play experiences, authorisation for this is given on enrolment.
- When the Coordinator is planning for excursions or incursions they 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.
- The Coordinator or Manager, where possible 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.
- It is the Coordinators responsibility to consider the weather conditions on the day and program, an alternative if possible, the cancellation of excursions will be decided in the best interest of the children and Staff safety and wellbeing.
- It is the responsibility of all Staff to ensure that the Services Policies and Procedures are adhered to while on the excursion.
- Children and Staff 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 Staff must have access to hand washing and toilet amenities.
- It is the Coordinators and Managers responsibility to prepare risk assessments in accordance to Regulation 101 (2) prior to attending the excursion and those that can be viewed, via the website or at the Centre on request.
- 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 Staff attending the excursion to have read and understood the risk assessment.
- Whilst on the excursion it is the responsibility of all Staff to provide feedback to the Responsible Person of any hazards or concerns on the suitability of the venue, children's or Staff behaviour.
- It is the Manager's responsibility to ensure a Responsible Person attends the excursion, and is aware of their responsibilities.
- It is the Manager's responsibility to ensure one Staff member holds a current first aid, anaphylaxis and asthma certificate is attending the excursion.

Excursion Policy

- It is the Coordinators responsibility to ensure that the best option for moving children and Staff from the Centre to the venue has been investigated and comply with transport legislation and regulations. Refer Transport Policy
- It is the Coordinators responsibility to inform all Staff 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 Centre without written authorisation from the family as per regulations.
- It is the Coordinator or Managers responsibility to 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.
- It is the Managers responsibility to ensure that enrolment forms specify the details of regular excursions ie the local park, community gardens etc.
- The cost of each planned excursion will include: entry fee, transport costs, extra Staffing required, meeting the Staff: child ratio as outlined in the regulations and any other costs that may be involved.
- The cost of each planned incursion will include: vendors fees, and any other costs that may be involved
- When an excursion leaves the Centre unattended for the day, a notice will be prominently displayed at the Centre, for the families and visitors to be informed of :
 - o Destination of the excursion.
 - o Estimated time of arrival back to the Centre.
 - o Contact phone number for a member of Staff on the excursion.
 - o Land line forwarded to a mobile phone.
- 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. Refer Child Protection Policy.
- 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 Girraween Activity Centres name and phone number on it. Parent 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 Centre, 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 Staff with a visual of who is with our group and all children have our number in the event they become separated from the group.
- All Staff 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 care or pupil free days that takes the children to a venue where they can mix with the general public a polo will be made available with Girraween Activity Centre name and phone number.
- On return from the excursion polos will be collected and sent to be laundered as per the services Laundry Policy.
- It is the Coordinators responsibility to 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. Staff will discourage the wearing of hats or clothing that displays the child's name while outside the Centre.
- If a child does not have a hat, the Centre will supply a hat and the cost for the hat will be added to the families account.
- It is the Responsible Person's responsibility to ensure that they have taken the relevant information or equipment.
- It is the Manager's responsibility to ensure that Staff that attend the excursion have been supplied an orange polo shirt. All staff are required to wear their orange polo shirt together with name badge and hat (if needed) while attending the excursion.
- It is the responsibility of the Coordinator or Responsible Person to ensure that the children have been informed of the rules and what is expected of them while on the excursion and what to do if they become separated from the group.
- Risk Assessments for incursions and excursions are available on the Organisations website for parents/guardians to read.

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 Staff member will remain with the group.

Excursion Policy

- 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 Staff member will contact the Police and the child's parents.
- Nominated Supervisor to report as a serious incident to Regulatory Authority.

Checklist for Staff

- All Staff or persons attending the excursion will assist children when boarding or alighting from bus, train or other forms of transportation. When walking with children across roads or in crowded areas.
- All Staff must wear orange polo shirt.
- Check that all children and Staff have refillable drink bottle.
- Check that children have their vacation care shirt visible.
- Information and equipment that must be taken on the excursion will include:
 - o List of all children attending the excursion. A copy of the list will be left at the Centre.
 - o Emergency contact list for Children and Staff attending the excursion. (if the Centre is not manned)
 - o A fully stocked portable first aid kit. Including asthma kit, sunscreen and vomit kit.
 - o Child's medication form and medication to be taken whilst on the excursion.
 - o A fully charged mobile phone.
 - o Funds required covering all costs.
 - o Spare children's clothing including underwear.

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on the 30th April 2018

Excursion Policy is to be reviewed by the 30th April 2021