

Policy 2.2 | Excursion Policy

Policy Date:	July 2017
Review Date:	Last reviewed date: July 2017 Date for next Review: July 2018
Applies to:	Educators and Families
Related Policies and Forms:	2.2A NSWIHCS Excursion Authority and Risk Management Plan 2.3 Vehicle (Transportation) Policy 2.3A Vehicle Safety Check Form
Material Sources:	Work, Health and Safety Act 2011 Education and Care Services National Regulations 2011 Division 6, 99, 100, 101, 102 NQS A2 2.3.1, 2.3.2 Kids Safe: National Guidelines for the Safe Restraint of Children Travelling in Motor Vehicles www.kidsafe.com.au/recommendation6

Policy Statement

NSW In-Home Childcare Services (NSWIHCS) promotes children to engage in a variety of experiences, activities and excursions, which are vital part of the early learning experiences program. Excursions provide opportunities to expand and enhance children's development, by exploring different environments, while interacting with the community.

When educators are planning an excursion for the children in their care, they must anticipate the possibility of increased risks, due to non-familiar environments. It is important to take precautions and prepare ahead of time to choose safe locations and travel routes.

Purpose

The purpose of this policy is to ensure that **routine** and **non-routine excursions** are safe and meaningful learning experiences for both children and educators.

Strategies and Practices

Planning Process

Excursions must be planned in advance to maximise the children's safety. Consider the benefits of the proposed excursion, while taking into account age, stage, interests and capabilities of the children in care. There needs to be a balance between excursions and staying at home, suggested duration of the excursion is no longer than 4 hours, for the purpose of the children's health and wellbeing. For routine excursions, written authority must be provided for each child every 12 months.

Regular Excursions are an outing that may occur on a regular basis i.e, every fortnight, month and can be classified as the following but not limited to:

- Trips to parks and play equipment
- Trips to local library
- Custer visits
- Playgroups
- Short walks within the community that include stopping at playgrounds and shops.

Trips to and from school and preschool for pickups and drop-offs, are not considered regular excursions.

Non routine Excursions are outings that do not occur on a regular basis and can be classified as the following but not limited to:

- A trip to the museum
- A trip to the zoo
- A trip to aquarium

NSWIHCS recommends that not more than 1 routine excursion per week and only 1 non routine excursion per month.

A risk assessment must be undertaken prior to any excursion taking place and provided to the Service Provider at least 4 days prior an excursion taking place. Along with the completed and signed excursion form. For regular excursions, risk assessments are required every 12 months.

Educators need to take into account the following when planning excursions:

- To take inclusion into consideration of the additional needs of children e.g. wheelchair access
- Behaviours of concern
- Child adult ratios
- Educator's ability to provide adequate supervision to all children at all times
- Any risk that the excursion may pose to the safety, health and wellbeing of the children.
- Children's allergies or medical conditions
- Transportation (to and from destination) bus, train, Cars
- Insurance –covered by Public Liability of educator or IHC Service

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- Proposed duration of the excursion
- Medical conditions that need to be considered and managed for each child

Plan alternative arrangements ahead of time for adverse weather conditions. *NSWIHCS prohibits excursions to large bodies of water i.e, beach or river.*

If public or other private transport required, it must be organised/booked ahead of time. A map of the route must be provided with the excursion form.

When travelling by public transport it is important to contact the method of travel i.e. bus or train and become informed of the timetable to allow for children to board safely.

All children should be seated at all times with an adult close by. If the transport has seatbelts in stored they must be worn at all times during travelling.

To be able to meet the needs of the children, for the duration of the excursion, educators are to ensure they follow their 'Excursion Checklist' by packing and following the these items:

- Educator I.D. card
- first aid kit including any medication i.e. epi pen
- Resources i.e. water, nappies (if applicable), required medication, food, snacks
- Mobile phone
- List of emergency contacts
- The correct ratio per children must be observed at all times
- Excursion itinerary

If the educator is using their personal vehicle, the vehicle must comply with the relevant state requirements set by the Roads and Maritime Services. Refer to the 4.7 Vehicle (Transportation) Policy and F4.7 Vehicle Safety Check Form. The educator must submit a copy of their driver's licence, third party comprehensive insurance and registration certificate annually to NSWIHCS.

If the educator is using the family's vehicle, the family must ensure the vehicle complies with the child restraints guidelines as well as including the educator in their third party as well as comprehensive insurance policy.

Supervision is paramount when conducting an excursion with children, therefore, before the excursion can take place; educators will need to conduct a risk assessment of the route and venue.

NSW In Home Childcare does not support excursions to areas with bodies of water or any location that has not been assessed for any risk hazards to the children. Excursions are not permitted to the educators home.

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This is recorded on form F4.6 NSWIHCS Excursion Authority and Risk Management Plan. The Risk management plan will need to be provided with the excursion authority signed by the parent/guardian.

The service must be aware of your itinerary and where you are at all times.

Procedures

As part of the family induction process, the parent/guardian has given an initial authorisation to NSWIHCS to include certain excursions as part of their in-home care program with this process being undertaken every 12 months. These routine excursions are to be delivered by the educator.

Prior to an excursion taking place the educator must complete F4.6A NSWIHCS Excursion Authority and Risk Management Plan and ensure that they abide by the 4.7 Vehicle (Transportation) Policy, should they be transporting the children in their own vehicle.

The parent/guardian will need to sign the F4.6 NSWIHCS Excursion Authority and Risk Management Plan allowing children to participate in the excursion and acknowledge the hazards identified and approve the risk management control measures the educator has put into place.

A copy of F4.6 NSWIHCS Excursion Authority and Risk Management Plan must be forwarded onto NSWIHCS for record keeping at least 4 days prior to the event so the excursion can be recorded by NSWIHCS.

A new F4.6 NSWIHCS Excursion Authority and Risk Management Plan is to be redeveloped every 12 months from the initial development date and must be forwarded onto NSWIHCS for record keeping.

On each excursion, continue to monitor the effectiveness of the control measures. If an incident or significant change occurs (such as a new hazard identified, new child behaviour of concern emerges, changes to journey or method of transport etc.), review the risk assessment earlier than the annual review.