

# Excursion and Visiting Shows Policy

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
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 excursion.
168	Policies and Procedures are required

## RATIONALE

Young children learn through hands on experiences that assist them as they prepare for the future. Through the engagement of others and places around them within the physical world children learn and develop by means of discovery and experiences.

Duty of Care and the Education and Care Services National Regulations require services to meet specific requirements before children can be taken out of the service for excursion purposes.

## DEFINITIONS

Excursion means an outing organised by an educational and care service.

Excursions are either a Routine Excursion or a Non-Routine Excursion.

A Routine Excursion is an excursion that is undertaken or planned to be undertaken at least once a month, e.g. daily, weekly, or monthly, to a particular place within the locality of where the service is provided.

A Non-Routine Excursion is any other outing, trip away from, or anytime the children are taken by staff from the Service that is not a Routine Excursion.

## AIM

Excursions and visiting entertainment and shows enhance the educational program of the children by allowing them to experience concrete activities in the outside world and their community. This policy provides guidelines to ensure the safety of children and compliance with legislation during excursions and visiting shows.

## PROCEDURE

KAZ Early Learning Centre will provide opportunities for children to participate in local excursions, such as visits to the local school etc.

An Excursion Authorisation Form will always require a signature from the child's parent/guardian (authorising their child's attendance on the excursion) or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises before the child can leave the service. The Nominated Supervisor will ensure that no child leaves the service premises to attend an excursion without this written consent. This authorisation will state:

- the child's name; and
- the reason the child is to be taken outside the premises; and
- the date the child is to be taken on the excursion (unless the authorisation is for a regular outing); and
- a description of the proposed destination for the excursion; and
- the method of transport to be used for the excursion; and
- the proposed activities to be undertaken by the child during the excursion; and
- the period the child will be away from the premises; and
- the anticipated number of children likely to be attending the excursion; and
- the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and
- the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and
- that a risk assessment has been prepared and is available at the service.

Note: If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.

An emergency contact number will be provided to parents/guardians when children and educators/staff are on excursions.

No Excursion will be held where there is a significant water hazard.

No child will attend the excursion without the parent/guardian completing and signing the Excursion Authorisation Form.

If the excursion is not organised by the Approved Provider the Nominated Supervisor will complete the *Excursion Proposal Notice* and send to the Approved Provider for approval of any excursions at least two weeks prior to the date of the proposed excursion.

Risk Assessments will be conducted by the Nominated Supervisor and/or the WH&S Site Representative prior to any excursions, by completing the Excursion/Routine Outing Risk Management Plan.

A risk assessment for an excursion must:

- (a) identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and
- (b) specify how the identified risks will be managed and minimised.

This Risk Assessment must be carried out prior to the approval of any excursions.

A risk assessment must consider-

- the proposed route and destination for the excursion; and
- any water hazards; and
- any risks associated with water-based activities; and
- the transport to and from the proposed destination for the excursion; and
- the number of adults and children involved in the excursion; and
- given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required; and
- the proposed activities; and
- the proposed duration of the excursion; and
- the items that should be taken on the excursion e.g. a mobile phone and a list of emergency contact numbers for children on the excursion.

On the day of the excursion and prior to the departure the responsible person for the excursion will complete the *Excursion/ Routine Outing Checklist*.

A list of children attending the excursion is to be taken on the excursion, and checked periodically during the time out of the Service.

An educator trained in first aid and asthma and anaphylaxis management will be in attendance on all excursions. A fully equipped first aid kit (Type B) and emergency asthma kit will be taken on all excursions.

Emergency contact lists and a mobile phone must be taken on all excursions.

Parents/guardians and volunteers over 18 years of age are encouraged to participate in and assist with supervision on excursions but are not counted in ratios. Educator ratios must be maintained on all excursions.

Volunteers attending on regular outings or excursion days:

- Will be asked to complete a Working with Children's Check prior to the excursion.
- Will be given specific duties by educators before leaving the premises.
- Will not be left unsupervised with the children at any time.

KAZ Early Learning Centre also provides opportunities for visiting entertainment and shows for the children e.g. puppet shows, story telling etc., for which permission notes will always require a signature from parents/guardians for children to participate.

Visiting performers are required to register their presence in the service by signing the *Visitors Book* on arrival and departure.

Payments for excursions and visiting entertainment and shows are to be made in advance to the Service in addition to other fees.

## **TRANSPORT**

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.

Trains – Educators/staff will contact the station prior to the excursion to inform them of the time they will be traveling, the destination and the number of children and adults who will be traveling. This will allow the station to inform the train guard so that he/she can hold the train for the period of time for safe boarding and alighting. All children should be seated at all times, with an adult close by. All children should be seated in the one carriage, if possible.

Cars – Any motor vehicle that is used to transport children on the excursion (other than a motor vehicle with seating for more than twelve persons) is fitted with 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.

## **INSURANCE**

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

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

### **KAZ Early Learning Centre Related Policies and Procedures:**

Development and Education Policy

Enrolment and Orientation Policy

#### **Appendices:**

Enrolment Form and Agreement

Excursion Authorisation Form

Excursion Proposal Notice

Excursion/Routine Outing Risk Management Plan

Excursion /Routine Outing Checklist

**Source:**

**Australian Children’s Education and Care Quality Authority (ACECQA)**

<http://www.acecqa.gov.au/>

**Department of Education**

<http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care>

**Early Years Learning Framework (EYLF)**

[http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging\\_being\\_and\\_becoming\\_the\\_early\\_years\\_learning\\_framework\\_for\\_australia.pdf](http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf)

**Education and Care Services National Regulations**

<http://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

**Kids and Traffic - National Quality Framework (NQF)**

<http://www.kidsandtraffic.mq.edu.au/>  
<http://acecqa.gov.au/national-quality-framework/>

**NSW Government Transport for NSW**

<http://roadsafety.transport.nsw.gov.au/stayingsafe/children/childcarseats/index.html>

**Work Health and Safety (WHS) Act 2011**

**REVIEW**

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

<b>Date Issued:</b>	October 2019	<b>Review Date:</b>	October 2020
<b>Amendment</b>	Web links updated, NQS added, risk assessment explained in more detail		

Family, Educator and Staff Comments: