

POLICY & PROCEDURE – EXCURSION

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Schedule 1 – Terms and Conditions of Purchase

1. National Quality Standard

Area	Concept	Descriptor
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.
4.1	Staff Arrangements	Staffing arrangements enhance children's learning and development.
4.1.1	Organisation of educators	The organisation of educators across the service supports children's learning and development.

2. Purpose

- 2.1 Excursions/Incursions enhance children’s learning by providing them the opportunity to participate in curriculum planned activities and experiences to gain skills and knowledge in the current interest. Baringa recognises that excursions provide opportunities for children to explore the wider community as a group and extend on the educational program provided.
- 2.2 To ensure that all excursions and incursions undertaken by the Baringa are planned and conducted in a safe manner, maintaining children’s wellbeing at all times in accordance with National Legislation. We believe excursions/incursions provide the children with the opportunity to expand and enhance their skills and knowledge gaining insight into their local community.

3. Scope

This policy applies to children, families, staff, management, volunteers, students and visitors of Baringa.

4. Policy Statement

4.1 Excursions will be conducted with the children's safety and wellbeing in mind at all times. We will regularly schedule incursions and visitors to Baringa, however, if we feel an excursion will benefit the children we will adhere to the National Regulations and Baringa's Policies and Procedures

5. Excursion Risk Assessment

5.1 Team Leaders must conduct an Excursion Risk Assessment which reflects National Regulation 101 before an authorisation is required under Regulation 102 to determine the safety and appropriateness of the excursion.

5.2 Team Leaders must include all stakeholders (families, children and any staff, parents and carers, volunteers or students) within the process of Excursion Risk Assessment

5.3 Baringa will notify families about the excursion using an online Authorisation for Excursion Form (via Formstack)

5.4 Families have a right to view the risk assessment prior to the excursion upon request in which the Service must comply with ensuring all information is available.

5.5 A risk assessment must:

- Identify and assess risks that the excursion may pose to the safety, health and wellbeing of any child being taken on the excursion
- Specify how the identified risks will be managed and minimised
- Consider the proposed route and destination for the excursion and any water hazards
- Reflect on any risks associated with water based activities
- Contemplate the transport to and from the proposed destination for the excursion
- Consider the ratio of adults to children involved in the excursion
- Consider 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 specialized skills are required (for example: life-saving skills)
- Consider the planned activities
- Determine the duration of the excursion
- Consider items that should be taken on the excursion (mobile phone, emergency contacts, first aid kit, medical plans etc)

6. Parent Authorisation Form

6.1 The Nominated Supervisor must ensure that a child is not taken outside the Service premises on an excursion unless written authorisation has been provided under sub regulation (4)

6.2 The authorisation must be given by a parent or other authorised person named in the child's enrolment record

6.3 The authorisation form must state:

- The child's name
- The reason the child is to be taken outside the premises;
- The date the child is to be taken on the excursion (unless the authorisation is for a regular outing);
- A description of the proposed destination for the excursion;
- The method of transport to be used for the excursion;
- The proposed activities to be undertaken by the child during the excursion;
- The period the child will be away from the premises;
- The anticipated number of children likely to be attending the excursion;

- The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
- The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion;
- That a risk assessment has been prepared and is available at the Service.

6.4 Email form to admin@baringachildcare.com for completion via email and Formstack

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

7. Transportation for Excursion

7.1 It is a requirement of the National Regulation that the means of transport is stated on the risk assessment record and parent authorisation record.

7.2 The means of transport may mean:

- **Bus:** Management must ensure that the seating capacity as displayed on the compliance registration is not surpassed. 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.
- **Car:** Any motor vehicle that is used to transport children on an excursion (other than a motor vehicle seating more than nine persons) must be 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.

8. Insurance

Executive Office must review the centre's insurance policy prior the excursion to ensure liability is protected by the Service.

9. Curriculum Planning

9.1 When planning for any excursions, educators must document in their curriculum:

- How the excursion is link/ed to children's learning
- How are educators planning children in advance for the excursion including:
 - expectation for children at excursion,
 - safety measures at a foreign venue,
 - who their lead educator at the excursion will be,
 - what to do in the event of an emergency,
 - what happens when the community interacts with them.

9.2 Team Leader/Excursion Co-ordinator must ensure all relevant information must be provided to all adults attending the excursion including:

- Itinerary of the excursion
- Their roles and responsibilities of the excursion
- Their Working with Vulnerable Person's card
- Transportation to and from
- Reason for excursion

10. Payments of excursion

Parents / Baringa

10.1 All cost to excursion if any, will be charged to families account upon receipt of signed permission form.

10.2 The charge of the excursion is recorded on family's statements

Baringa / Supplier (venue of excursion)

10.3 All invoices from supplier are provided to bookkeeper prior to the date of excursion to ensure payments are made on time

10.4 Invoices and statements of excursions are to be emailed to admin@baringachildcare.com OR posted to Baringa Child Care Centre, 64 Baddeley Crescent, Spence ACT 2615

11. Recordkeeping

11.1 Records of excursion must be stored until children turns 25

11.2 The Executive Officer and Centre Director have established a centralised, electronic filing system which must be followed at all times.

12. Feedback

Staff may provide feedback about this document by emailing admin@baringachildcare.com

13. Approval and Review Details

Approval and Review	Details
Approval Authority	
Advisory Subcommittee to Approval Authority	
Administrator	
Next Review Date	

Approval and Amendment History	Details
Original Approval Authority and Date	
Amendment Authority and Date	
Notes	