

Excursions



Policy

Educators at this Centre will minimise risks of accidents and injuries on excursions, respond effectively to emergencies, and promote awareness in children and their families of road safety and safe play whilst on an excursion to ensure the safety and well-being of all children, educators, and helpers.

Background

It is important to plan ahead of time, to choose safe excursion locations and travel routes, minimise risks to prevent accidents on excursions, take precautions and be prepared for emergencies by carrying a first aid kit and emergency phone numbers. It is also important to consider road safety including passenger and pedestrian safety and safe play including following recommended guidelines for transport of children in motor vehicles and walking with children as pedestrians. Excursions are also an opportunity to promote awareness in children of road safety and play safety. Janelle Street Centre will comply with Education and Care Services National Regulations 2011 Division 6, Clauses 99 to 102.

Practices

To minimise risks of accidents and injuries on excursions, respond effectively to emergencies, and promote awareness in children of traffic and play safety, educators will in regard to excursions:

Complete a risk assessment for each excursion and have it available for viewing by parents/guardians.

Notify all families of an intended excursion by email (or if no email available a letter will be given to the family) of each invited child.

Obtain a signed authority form from the parent or caregiver before a child is included on an excursion.

This authority form must contain the following information about the excursion:

- Child's name
- The purpose of the outing / reason for child to be taken outside the premises
- Destination including description
- Date if not a regular outing
- Method of transportation will follow current (at time of excursion) guidelines from the National Regulations including any requirements for seatbelts
- Activities to be carried out whilst on the excursion
- Anticipated number of children likely to be attending
- Contact Phone and/or Mobile Number whilst on the excursion
- Number of staff/adults per child to supervise the excursion (as per regulations)
- Name of staff person/s with First Aid qualifications including Asthma and Anaphylaxis attending excursion
- Proposed length of excursion, including arrival and departure times
- If authorisation is for a regular outing in which case authorisation is only required every 12 months

Take a First Aid kit on the excursion, along with spare clothes, plastic bags, a stat sheet to mark off children throughout the day and any other requirement needed by the children or staff;

Make families and caregivers aware they will be liable for any cost associated with the excursion;

Have access to an emergency contact list in case the person listed as contact on the permission form cannot be reached.

Sources

Education and Care Services National Regulations 2023 Regulation 100-102 (accessed April 29, 2024)

Christie, T. (2006) The Essential ECE Handbook

acecqa: www.acecqa.gov.au (accessed October 5, 2023)

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