Excursion Policy

Quality Area 2: Children’s health and safety
Standard 2.1 Each child’s health is promoted.
Standard 2.2 Healthy eating and physical activity are embedded in the program for children.
Standard 2.3 Each child is protected.

Excursions will be conducted with the children’s safety and enjoyment in mind. To reduce the need to leave the service we regularly schedule activities and visitors to our venue but if we feel an excursion will benefit the children we will strictly follow the protocols listed below;

The Nominated Supervisor of an education and care service must ensure a risk assessment is carried out to determine the safety and appropriateness of the excursion. The risk assessment must:

- Identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and
- Specify how the identified risks will be managed and minimised.

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 (Example: Specialised skills could include life-saving skills.) and
- The proposed activities; and
- The proposed duration of the excursion; and
- The items that should be taken on the excursion.

For the children’s safety the following guidelines will be followed:

Written authorisation / permission is required for any child to participate in excursions of any kind from a parent of the child or other person responsible for the child.

The authorisation must be given by a parent 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 by an Educator and must state:

- The child’s name; and
- The reason the child is to be taken outside the premises; and

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- 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
- A risk assessment has been prepared and is available at the service.

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

Children and adults are to follow the service’s sun safety policy whilst on excursions.

All adults assisting on excursions will be informed, in writing, of supervision responsibilities.

The Nominated Supervisor will ensure that the Service’s insurance policy adequately covers off-site excursions and the transportation to the venue (if applicable).

This policy was made with consideration to the National Quality Standard, Education and Care Services National Regulations.

Date that the policy was last updated or revised: January 2015

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