



Children's Health and Safety - NQS2

Excursions

Policy Statement

At Liwara Catholic Outside School Hours Care (the Service) excursions are planned to compliment the program being offered at the Service. Excursions are carefully considered and potential risks are identified and managed accordingly. Excursions are only conducted after a risk assessment has been completed and the level of risk has been determined as appropriate for the children attending.

A child is not permitted to participate in an excursion from the premises unless written authorisation has been provided by a parent or other person named in the child's enrolment record as having authority to authorise the child being taken from the premises by an educator.

Rationale

We recognise each child as a precious and sacred gift from God and understand our responsibility to protect, care and nurture them as Jesus intended.

Excursions provide the opportunity to expand and enhance children's experiences, explore different environments and engage in meaningful ways with their communities. Appropriate planning and risk management ensure the best experience and enjoyment for all.


Procedures

Risk assessment

A Risk Management Plan (RMP) must be prepared by the Service for each excursion and approved by the approved provider and service manager before it can be included in the program and before authorisation to participate is sought from families. The RMP identifies and assesses any potential risks an excursion may pose to the safety, health or well-being of any child taken on the excursion and specifies how identified risks will be ameliorated. An RMP must include:

- Proposed date, time and destination for the excursion.
- Proposed activities.
- Method of transport to and from the destination.
- Intended duration of the excursion.
- Proposed route.
- Information about any water hazards and risks associated with water-based activities.
- Name of excursion coordinator.



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- Number of adults and children involved in the excursion.
 - The number of educators and other responsible adults that is appropriate to provide supervision (This number will be determined taking into consideration the risks posed by the excursion and whether any adults with specialised skills are required).
 - Items that should be taken on the excursion, for example, first aid kit, mobile phone and a list of emergency contact numbers.
 - Wet weather contingency plan.

The risks associated with a venue or activity are determined, where possible, through an educator visit to the venue. Where it is not possible to visit the venue prior to excursion the venue is contacted to discuss the above details. The educator is also required to address availability of facilities such as toilets, hand washing facilities, shade and mobile phone coverage. If possible, the venue should be requested to provide the Service with a map of the venue and a copy of the venue's emergency and evacuation plan.

Each risk assessment is submitted to the Early Years Learning and Care Team and the School Principal for approval prior to being added to the program and before parental permission can be sought.

If an excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period. Parents must give permission for regular excursions on their child's enrolment form. Once an initial risk assessment has been carried out for regular outings, risk assessments are not required for subsequent outings to the same place, unless there is a change to the place or venue.

Challenging activities

Excursions to participate in challenging activities may at times be planned for children attending the Service. A challenging activity is not planned unless it is deemed developmentally appropriate for the children it is planned for. Challenging activities may include abseiling, bush walking, caving and horse riding.

An additional Risk Management Plan (RMP) is conducted for challenging activities. The additional risk assessment;

- identifies likely hazards and where appropriate take steps to minimise those hazards.
- confirms the suitability of safety standards set by the organisers including confirming the skills, experience and qualifications of any person conducting or assisting in the activity.
- determines the availability of all necessary safety equipment.
- determines whether children and educators will receive all necessary training before participating in the activity.

Should any of the listed requirements not be met to the satisfaction of the approved the excursion may not proceed.

Permission

Once details of the excursion have been confirmed and a RMP has been completed, parents will be advised in writing of the details of the excursion. (Including the mode of transport and any items children may be required to bring with them).

- A child may not attend an excursion if written permission from parents or an authorised nominee has not been obtained using the Excursion Consent Form.



- By signing the excursion permission form, the parent is authorising their child to attend the excursion and participate in the activities stated.

Staffing and supervision

An educator who is at least 21 years of age is appointed by the Nominated Supervisor to be the person in charge of an excursion from the Service. The educator in charge of the excursion has the role of ensuring that all educators and volunteers attending the excursion are aware of their responsibilities.

An adequate number of educators to effectively supervise the children must be rostered for each excursion. Numbers of educators must take into consideration the needs, ages and developmental stages of the children attending the excursion and be based on the risk assessment for the excursion.

The educator to child ratios are maintained in accordance with the *Education and Care Services National Regulations 2012* at all times. For most excursions, this means an educator to child ratio of one educator for every ten children (or for any remainder fewer than ten) attending the excursion.

When a water hazard is accessible at an excursion venue a minimum ratio of one educator or adult volunteer to every seven children is applied.

When an excursion involves challenging activities the ratio of one educator or adult volunteer to every five children is applied.

At no time is an excursion conducted by only one educator. Where only one educator would be required to meet educator to child ratios, at least one other educator or volunteer will attend the excursion.

At least one educator who holds current first aid qualifications as well as anaphylaxis and asthma management qualifications accompanies each excursion.

Staff practices during excursions

Head counts are conducted regularly throughout the duration of the excursion.

An educator must inspect all public toilets before children use them. An educator and at least one other child must accompany any child when using a public toilet.

When the excursion involves walking as a large group, one educator must lead the group, another to follow at the back, and the remaining educators spaced alongside the group.

When crossing a road, a pedestrian crossing must be used where available. If there is no pedestrian crossing, the safest way to cross the road must be determined. One educator must step out onto the road (when safe to do so), and if necessary, stop traffic from both directions. The remaining educators then lead children across the road.

Educators supervising a challenging activity ensure that children comply with the set safety standards, follow safe practices and wear any safety equipment deemed necessary by the operator.

When participating in an excursion where children are in or near water educators remain in close proximity to children and maintain constant visual contact.

Information and Equipment

Information and equipment to be taken on excursions includes:



- A list of all children with relevant personal details, including health care plans if relevant and parent contact phone numbers.
- A list of emergency procedures and contact numbers.
- A first aid kit, including SPF 50+ broad-spectrum water-resistant sunscreen and children's sun hats.
- Any medication and medication authorisation forms for children attending the excursion.
- A fully charged mobile phone with emergency services contact numbers.
- Other information/equipment noted on the RMP.
- Hand sanitiser, soap or toilet paper if not already provided at the excursion venue.
- Children may also be required to bring a water bottle, packed lunch and change of clothes.

Lost Child

In the event that a child is unable to be located during an excursion the following practices are implemented:

- All educators are informed.
- Determination of when and where the child was last seen
- An identified educator to check the identified meeting points while the remaining educators supervise the children
- If the child is not located at a meeting point the educator conducts a methodical search of the remainder of the premises
- Venue staff are advised of the missing child and requested to provide support with locating the child including an announcement over a loudspeaker if possible.
- Once initial checks have been undertaken and if the lost child has not been found, the Nominated Supervisor or excursion supervisor will call the Police and the parents.
- Reassure any child who may be upset

Transporting Children to/from an excursion:

If using public transport (such as bus, ferry, taxi, train, etc.) children are effectively supervised at all times.


When it is identified that children will walk to and from a venue for an excursion, educators ensure that road safety rules are followed at all times. Where possible the children will follow footpaths. If this is not possible this is clearly indicated in the risk management plan.

Water Safety

For the purpose of this policy a water activity is defined as swimming or any other activity in a body of water. See water safety policy for additional information.

- Beach excursions, where swimming is to occur, will only be conducted in an area that is a closed water environment or where the water is still or slow moving unless the area is patrolled by Surf Life Saving WA or the relevant local government and the area is clearly designated as a swimming area by flags or other signs.



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- When a water activity is planned, the educator in charge of the excursion will complete a *Risk Assessment Form for Water Activities* (See Water Safety Policy).
 - Children may not enter the water until the assessment has been completed and the risk determined to be low or medium. Should risks posed by the water activity be deemed high, the activity will not take place.
 - Educators must also have the appropriate Royal Lifesaving Training if swimming activities are planned as part of an excursion.

Records

A record of each excursion is maintained at the Service. The record includes;

- the name of each child who attended,
- parental authorisation for each child who attended,
- destination, time of departure from the Service,
- time of arrival back at the Service and
- a copy of the risk assessment
- A record of incidents or injuries which may have occurred on the excursion.

The record of the excursion will be kept for a period of three years after the date on which the record was made.

References:

Australian Children's Education and Care Quality Authority [ACECQA]. (2018). *The Guide to the National Quality Framework*.

ACECQA. (2012). *Education and Care Services National Regulations (WA) 2012*.

ACECQA. (2017). *The Guide to the Education and Care Services Law and the Education and Care Services National Regulations 2011*.

Kids and Traffic Early Childhood Road Safety Education Program. (n.d.) *For Educators*. Retrieved from <http://www.kidsandtraffic.mq.edu.au/for-educators/>.

Kidsafe Child Accident Prevention Foundation of Australia Western Australia. *Fact Sheets*. Retrieved from <http://www.kidsafewa.com.au/fact-sheets-road>.

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