



Mobile: 0401 739 629

Email: [aclubforkids1@gmail.com](mailto:aclubforkids1@gmail.com)

## **Excursions**

To ensure that all A Club For Kids excursions and routine outings are conducted in a manner that is safe and without risks to all Educators and participants whilst still offering educational value in accordance with relevant curriculum requirements and requirements of the Education and Care National Act and Regulations, 2012.

## **Related Policies**

- Excursion Policy
- Water Safety Policy
- Delivery and collection Policy
- Orientation and Enrolment Policy

## **Related legislation and regulations**

Education and Care Services National Regulations (2012)

Division 6—Collection of children from premises and excursions

165A Children leaving the education and care service premises

100 Risk assessments must be conducted before excursion

101 Conduct of risk assessment for excursion

102 Authorisation for excursions



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## **Procedures and Planning**

### **1. Pre planning**

Planning must be undertaken prior to any A Club For Kids excursion. The planning process must ensure the following:

1. Excursions maximise both children's developmental experiences and their safety.
2. Reflect the age, capability and developmental interests of all the children.
3. Ensure adequate supervision in accordance with licensing requirements and consider any additional needs for individual children.
4. Cater to possible changes in weather e.g. rain, very high or low temperatures.
5. Cater to possible last minute cancellations due to unforeseen circumstances.
6. Consideration given to the cost of excursion and if within the budget of the program.
7. Once an excursion has been proposed for A Club For Kids centre or program, the Pre-Excursion Risk Assessment must be undertaken in order to determine the suitability of the location and the nature of the venue.
8. It is the responsibility of the Centre Manager to ensure that this process has been undertaken prior to any excursions occurring. The Centre Manager may engage the assistance of other suitably qualified staff to undertake the assessment.
9. The assessment shall determine the suitability of the venue. If identified risks cannot be controlled or reduced, then an alternative location shall be sought.
10. All excursions must be approved by the Centre Manager prior to being organised and booked.
11. The Centre Manager must sign the risk assessment form to document the approval of the excursion.



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### **Completing the Pre-Excursion Risk Assessment:**

In accordance with the Pre-excursion Risk Assessment tool, the Certified or Nominated Supervisor must be able to answer all applicable questions relating to:

- the excursion location
- assessment of any activities to be undertaken at the venue
- travel to and from the venue and parking arrangements
- high risk activities
- supervision
- toilet and hand wash amenities
- environmental elements and exposures
- child illness and injury
- communication
- essential safety information
- food safety
- equipment safety
- weather conditions
- back up plans
- communication with children
- cancellations
- responsibilities on the day
- any other relevant considerations

It is the expectation that the staff member who is undertaking the assessment, attends the venue for the purpose of undertaking the assessment where this is reasonably practicable. Where attendance at the venue is not viable for the purpose of undertaking an excursion risk assessment, then information must be sought through other means (websites, phone contact with venue, through prior visits and known information from previous visits).





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### **Determining excursion location suitability**

1. Once the Pre Excursion risk assessment has been undertaken, the responsible person/s must then make a determination as to whether the venue is suitable and does not pose a risk to the staff and children in attendance.
2. A Club For Kids will not engage in any activities where there is an unacceptable level of risk to any person.

### **Authorisation for Excursions**

1. Education and Care National Regulations require that consent is given by the person named in the child's enrolment form as an 'authorised person'.
2. Parents give permission for their child/ren to attend to proposed excursion by bus or business car when they book their child/ren online and accept the terms and conditions of that day.
3. The excursion / routine outing communication plan must be made available to authorised persons for each excursion and routine outing and must include the following:
  - ❖ The date of the excursion
  - ❖ Times of departure and return to the centre
  - ❖ Proposed destination
  - ❖ Method and details of transport including information on safety restraints if necessary
  - ❖ Activities involved
  - ❖ A Club For Kids educators accompanying children on excursion (including the number of staff who will accompany and supervise)
  - ❖ Any specific clothing, food or equipment needs for the child
  - ❖ Emergency contact numbers.
4. Where practical a minimum of 24 hours notice will be given to families regarding any excursions or changes to excursions. This may not be possible if an excursion is cancelled due to weather conditions on the day.
5. Communication with families. Risk assessment templates for each excursion are to be displayed on the A Club For Kids noticeboard or parent sign-in area.



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## **Staff Responsibilities**

A designated supervisor in charge must be identified as having overall responsibility for coordinating the excursion. This person will not be responsible for direct supervision of children, whilst they are coordinating the excursion. They will ensure:

1. There is no significant deviation from the excursion itinerary and timetable.
2. Children have all specific clothing and equipment needs prior to departure.
3. They carry a list of all children on the excursion and their emergency contact numbers, including their Medical Practitioner.
4. They carry a list of all educators on the excursion.
5. They leave original copies of the children's enrolment forms at the service. Enrolment forms contain medical information about the child, emergency contact details.
6. They carry a mobile phone with emergency contact numbers for Centre Manager, A Club For Kids educators rostered to attend the excursion.
7. They re-confirm any transport arrangements prior to the excursion.
8. The senior staff person is the designated First Aid Officer and is clearly identified for the excursion.
9. A full First Aid Kit is carried on all excursions by the First Aid Officer. All other staff must carry or have ready access to a first aid pack including gloves, tissues, first aid forms, band aids, pen and paper.
10. The First Aid Officer must ensure that first aid procedures are documented.
11. Emergency information is carried for each child including allergies, medication, and contact numbers.
12. If any child has a Medical Action plan, then these and their medications are to be carried on the excursion. Eg: If diagnosed with anaphylaxis, their action plan and Epipen/Anapen must be taken on the excursion.
13. If there are prescribed medication requirements that will occur during the excursion then the medication and authority to give medication forms must be carried by the staff member responsible for caring for that particular child.
14. Any child with specific dietary requirements is catered for or requested to bring their own food.
15. Children have access to drinking water whilst on the excursion.



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16. All staff are fully informed of all details relating to the excursion, prior to commencement.

### **Before Leaving the Centre**

1. Designated senior educator to delegate staff to call rolls to confirm children's attendance.
2. Senior educator responsible for arranging children into groups and nominating a staff person to look after each group.
3. All children are to be split into groups of 8 (maximum) to comply with the excursion ratio of one educators with eight children. Educators are to stay with their group at all times. If a child is required to change groups during the day, staff members need to document this in writing on their excursion group roll. Please note, aquatic activities require ratios of 1 staff member to 5 children.
4. A separate risk assessment is required prior to undertaking aquatic excursions.
5. Senior educator to ensure that staff conduct and record head counts throughout the day. Educators are responsible for the supervision of their own group of children, and not the entire excursion group.
6. Children are to wear identification t-shirts. Identification to include name of A Club For Kids Service, phone number of service and excursion mobile phone number. Do not include the child's name on the identification.
7. Senior educator person to call roll and account for all staff before leaving the venue.
8. Appropriate equipment and materials to be collected and checked prior to leaving.
9. If travelling by public transport children to board group by group with their designated staff person, whilst being counted by another staff person. A final count or roll call to be conducted once everyone is on the bus.
10. If the entire group is attending the excursion, signage must be displayed to indicate that the children are attending an excursion, expected departure and arrival time, contact phone name and phone number. This signage is to be displayed at the entrance to the children's service, and at frontline service.
11. Prior to departure staff will discuss with children expectations of behaviour on the excursion and what to do if they are separated from the group.



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### **Conclusion of the excursion**

1. Senior educator person to organize all children and educators together for roll call. If it is impractical for a whole group roll call to be permitted, each educator will conduct a recorded roll call of their own group of 8 (or smaller) for which they are immediately accountable.
2. If a child is missing, senior educator is to instruct another educator to conduct a search.
3. If a child cannot be immediately located, the Director/Manager/Executive Manager to be informed immediately.
4. If all children are accounted for, the group will proceed to exit the excursion facility and enter the bus.
5. All children will then be counted on to the transport as they are boarding the bus.
6. Prior to the bus departing a final roll call will be taken before departure.
7. Senior educators are to ensure all children get off at the correct destination and walk with their group leader back into the service.
8. All medication should be replaced in the designated location immediately upon approval back at the Centre.
9. Upon arrival back at the service, a final excursion roll call must be taken.
10. Excursion observations are to be included in the curriculum planning for the OSHC service, as per the procedure for OSHC on non excursion periods.