
ARANDA AFTERS ASSOCIATION INCORPORATED



EXCURSION POLICY

Implemented	Updated/Reviewed	Next Review Due By
August 2014	April 2015	August 2015

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1 REFERENCES

NATIONAL QUALITY STANDARDS

2.3.1	Children are adequately supervised at all times
2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury

NATIONAL REGULATIONS

100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
102	Authorisation for excursion

2 AIM

Aranda Afters Association Incorporated (Aranda Afters) acknowledges the value of relevant excursions in allowing children to gain a greater insight of the society in which they live, and learn from these experiences.

Our service will actively seek to minimise any risks associated with excursions, and respond promptly and appropriately to any emergency whilst on an excursion. Educators will educate children and families regarding safe road (or other transport) and play practices.

For the purposes of this policy excursions and centre-based incursions are referred to as excursions.

3 EXCURSION RISK ASSESSMENT AND PLANNING PROCESS

- 3.1 The service must conduct a risk assessment prior to an excursion taking place.
- 3.2 Risk assessments are only required once if the excursion is a regular outing. Regular outings are walks, drives or trips to places that we visit regularly and which always have the same risks.
- 3.3 The risk assessment must be recorded using the Excursion Risk Assessment Form. Parents will be notified on the booking form where they sign the Authorisation of Excursion that they can access the Excursion Risk Assessments prior to the excursion upon their request. The service must comply with these requests and make all information available to parents if requested.
- 3.4 Using the Excursion Risk Assessment Form attached to this policy, the service must take into consideration the following:
 - Any risk that the excursion may pose to the safety, health and wellbeing of any child and identify how these risks will be managed and minimised.
 - Any water hazards.

- Any risks associated with water-based activities.
- Transportation (to and from the venue for the excursion).
- The ratio of adults and children which must comply with the ratios in the *Staffing Arrangements Policy*.
- Whether additional adult supervision, such as parent helpers, are required to provide adequate supervision.
- Specialised skills required (such as life-saving skills).
- Proposed activities.
- Proposed duration
- Any medical conditions that need to be considered and managed for each child with specific health needs.
- A parent/carer, or authorised nominee, must provide a written authority for each child who is attending the excursion using the booking forms. This authorisation only needs to be obtained once every 12 months for regular excursions.
- Using the Booking form, the service will ensure that the emergency contact details for each child are up-to-date.

4 MEETING THE MY TIME OUR PLACE LEARNING OUTCOMES

4.1 All excursions need to address at least **one** of the My Time Our Place (MTO) Learning Outcomes and at least **four** of the MTO Learning Sub-outcomes in the excursion rationale section of the excursion proposal form. The MTO outcomes are:

- **Outcome 1:** *Children have a strong sense of identity.*
 - 1.1 Children feel safe, secure and supported.
 - 1.2 Children develop their emerging autonomy, interdependence, resilience and sense of agency.
 - 1.3 Children develop knowledgeable and confident self-identities.
 - 1.4 Children learn to interact in relation to others with care, empathy and respect.
- **Outcome 2:** *Children are connected with and contribute to their world.*
 - 2.1 Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation.
 - 2.2 Children respond to diversity with respect.
 - 2.3 Children become aware of fairness.
- **Outcome 3:** *Children have a strong sense of well-being.*
 - 3.1 Children become strong in their social and emotional wellbeing
 - 3.2 Children take increasing responsibility for their own health and physical well-being
- **Outcome 4:** *Children are confident and involved learners.*
 - 4.1 Children develop dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity.

- 4.2 Children use a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating.
- 4.3 Children transfer and adapt what they have learned from one context to another.
- 4.4 Children resource their own learning through connecting with people, place, technologies and natural and processed materials.

- **Outcome 5:** *Children are effective communicators.*

- 5.1 Children interact verbally and non-verbally with others for a range of purposes.
- 5.2 Children engage with a range of texts and gain meaning from these texts.
- 5.3 Children collaborate with others, express ideas and make meaning using a range of media and communication technologies.

4.2 The following reflection questions could assist in the determining whether, or not, the proposed excursion meets one (or more) to the MTOP Learning Outcomes and four (or more) of the MTOP Learning Sub-outcomes.

- How does this excursion meet our service's philosophy?
- What does the achievement of this outcome look like in practice?
- How will participation in this excursion assist children and students meet and achieve the learning outcomes and sub-outcomes?

5 TRANSPORT CONSIDERATIONS

The means of transport must be stated on the permission note.

- 5.1 **Buses.** Ensure that the seating capacity as displayed on the compliance plate is not exceeded. 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.
- 5.2 **Cars.** Any motor vehicle that is used to transport children on an excursion (other than a motor vehicle seating more than nine persons) is 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.
- 5.3 Our Transportation Policy has further information about restraints in cars and buses.

6 SUN PROTECTION

The outdoor program is an important part of the program and consideration of sun safety is paramount.

Despite avoiding exposure to the sun in the hottest part of the day, children and educators are still required to be Sun Smart, particularly during the periods of the year identified by the Cancer Council ACT.

For further information about how we can work together to ensure that the children attending Aranda Afters remain Sun Smart and safe please refer to our **Medical Conditions Policy**.

7 WATER SAFETY

The Approved Provider, Nominated Supervisor and educators understand the risks that water based activities pose and will undertake measures to protect the health and safety of all children involved in water based activities.

Educators will:

- Complete a risk assessment before allowing children to engage in water based activities conducted by the service, or on excursion, and ensure all risks are minimised or eliminated where possible.
- Ensure no child swims in any water without:
 - written permission from parents; and
 - appropriate educator/child ratios in place and adequate supervision.
- Closely supervise children at all times and never leave any child unattended near water.
- Ensure children with diarrhoea, upset stomachs, open sores or nasal infections do not swim or play in water.
- Ensure all children wear appropriate swimmers in a pool, go to the toilet before entering the pool, and advise pool staff if they become aware of an issue with a child's hygiene.

To prevent accidents and illnesses related to water-based activities conducted by the service educators will:

- Ensure children's play areas, when on excursion, are safely fenced off from water hazards like rivers, dams, creeks, lakes, irrigation channels and wells.
- Check the school grounds after rain or watering; ensure children do not access these areas; and advise Aranda Primary School of the need to address the issue if the water does not drain away.

8 INSURANCE

Any excursion planned must be consistent with the requirements/exclusions of the Public Liability Cover held by the service.

9 SOURCES

- Education and Care Services National Regulations 2011.
- National Quality Standard.

10 EXCURSION PROPOSAL FORM

- **WHO:** The staff of Aranda Afters complete this form in consultation with employees when an excursion for children is being planned or when a risk has been identified or reported on a planned excursion.
- **WHEN:** The form is to be completed as soon as possible when a hazard is reported or identified or the service is planning on attending an excursion off site or when conducting an on-site incursion.
- **WHY:** This form will assist in determining the level of risk involved in a proposed excursion and whether sufficient controls can be put in place to reduce the risk to an acceptable level. The form is designed to assist those responsible for resolving the matter/s to prioritise their attention for action.
- **NOTE ⁽¹⁾:** All staff attending the excursion must read the risk assessment prior to attending the excursion.
- **NOTE ⁽²⁾:** *Please ensure the risk assessment is reviewed periodically and communicated to all relevant workers.*

EXCURSION PROPOSAL			
Excursion Organiser:			
EXCURSION VENUE – SITE DETAILS			
Excursion venue			
Address			
Contact person at excursion venue			
Contact phone number(s)			
Email address			
Date the venue requires confirmation of booking and final numbers	Click here to enter the date		
DETAILS OF EXCURSION			
Date of Excursion	Click here to enter the date		
Time of Excursion	Start:		End:

Predicted number of children attending	
Staff ratio required to conduct excursion	Choose the correct staff ratio for the excursion
Predicted number of staff attending	Select the number of staff attending the excursion
Number of additional staff required to meet the ratio required for the proposed excursion [above 1:11]	Select the number of additional staff required to meet ratio
Brief details of activities in which children will be engaging on the excursion [attach more information if more space required – or if the venue has provided a program]	
Recommendations for effective supervision:	
Any site specific / activity instructions for children:	
STAFFING AND RATIOS	
Qualified Supervisor on excursion	
First Aid Staff on excursion	
Contact number of supervisor on day	
Ratio of staff to Children going on excursion	
Specialised skills required for excursion [ie: Lifesaving Certificate]	
Ages of children on excursion	
EXCURSION RATIONALE	
Rationale for Excursion: [Include child input and requests]	

<p>What MTOP learning outcomes, and sub-outcomes, are being addressed by the excursion?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Children have a strong sense of identity (Outcome 1) <input type="checkbox"/> Children are connected with and contribute to their world (Outcome 2) <input type="checkbox"/> Children have a strong sense of well-being (Outcome 3) <input type="checkbox"/> Children are confident and involved learners (Outcome 4) <input type="checkbox"/> Children are effective communicators (Outcome 5)
<p>How are these MTOP learning outcomes being achieved? Include how the sub-outcomes are being achieved.</p>	
<p>FACILITIES AND VENUE /ACTIVITY ASSESSMENT</p>	
<p>Does the site have their own Risk Assessment? [please attach a copy]</p>	<p>Choose Yes or No</p>
<p>Has a site visit been conducted?</p>	<p>Choose Yes or No If yes, please include the date of the visit Click here to enter the date</p>
<p>Where is the Bus Parking? Is there a safe place for children to alight?</p>	
<p>Is there an area for children to have lunch? Where?</p>	
<p>Is there potential for other activities onsite/nearby?</p>	
<p>Venue conditions – Is the venue well maintained? Explain</p>	
<p>What is the nature of the space? [ie: large / small / enclosed or open]</p>	
<p>Is there adequate lighting and ventilation?</p>	

Are there clear boundaries indicating the area for children to remain in?	
What is the condition of the equipment children will be accessing?	
Is there adequate shade?	Choose Yes or No
Are there any Water Hazards? Choose Yes or No	If yes please provide detail and ensure this is addressed in the risk assessment.
Are there any water hazards onsite or nearby? Choose Yes or No	If yes please provide detail and ensure this is addressed in the risk assessment.
Where are the toilet facilities/amenities?	
Emergency evacuation	Educators to follow venue staff instructions of evacuation
Where is the emergency evacuation meeting point?	
Does the site have staff directly supervising the activity?	
Does our group mix with others groups?	Choose Yes or No
Are staff provided by venue to assist supervision?	Choose Yes or No
Instructor qualification [if relevant]	
TRANSPORT DETAILS	
Mode of travel Choose method of transport Details of Transport Company and contact person:	
Date bus booked	Click here to enter the date

If not travelling by transport, does the chosen route avoid major roads and crossings as much as possible? [please attach copy of the route]	Choose Yes or No		
EXCURSION COST INFORMATION			
	<i>Individual cost per child</i>		<i>Group cost</i>
Venue cost per child attending ^(a)	\$		\$
Venue cost per staff member attending ^(b)	\$		\$
Transport cost per child ^(c)	\$		\$
Other costs [eg: equipment hire] ^(d)	\$		\$
Additional staff wage costs to meet ratio ^(e)	\$		\$
Total Costs	\$		\$
<p>To calculate the cost per child for the excursion use the following formula: Cost = (a) + ((b)/ratio) + (c) + (d) + ((e)/ratio) Group cost should be planned on a minimum of 24 children attending the excursion</p>			
EXCURSION PAYMENT INFORMATION			
How does the venue accept payment?	Choose the method of payment		
Is a deposit required? Choose Yes or No	If yes – how much?	\$	By when? Click here to enter the date
If payment is required “up front” how can we recover costs if the number of children attending the excursion is lower than the actual number that attend?			
If payment is required “up front” how can we book and pay for additional children to attend if demand is higher than originally planned?			
Does the venue have any paperwork that the Director will need to complete [ie – waivers, terms and conditions] Choose Yes or No	Note: These need to be completed by the Director and kept on file or the excursion will not be approved.		

Does the venue have any paperwork that parents will need to complete [ie – waivers, permission slips] Choose Yes or No	Note: <i>These need to be provided to families with the booking forms or the excursion will not be approved.</i>
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EXCURSION PROPOSAL – SIGN-OFF			
Excursion Organiser		Date	Click here to enter the date
Director		Date	Click here to enter the date

AUTHORITY TO COMPLETE RISK ASSESSMENT
<p>Once the excursion proposal has been approved authority is given to complete the risk assessment.</p> <p>NB: <i>The risk assessment needs to be completed before authority to make any payments for the excursion is given by the Director and/or Assistant Director.</i></p>

11 EXCURSION RISK ASSESSMENT

RISK ASSESSMENT [Please use Matrix at end of document to assess the risk]

IF THE VENUE HAS ITS OWN RISK ASSESSMENT PLEASE ENSURE THIS HAS BEEN ATTACHED TO THE EXCURSION PROPOSAL FORM AND THAT IT IS USED AS A REFERENCE WHEN COMPETING THE RISK ASSESSMENT BELOW

IDENTIFIED HAZARD	HAZARD IMPLICATIONS	SEVERITY	LIKELIHOOD	RISK	CURRENT CONTROLS
TRANSPORTATION					
Children crossing roads/ traffic hazards					
Bus breakdown or accident					
Children exposed to extreme weather conditions during transportation					
Alighting the bus					
Public transport					
ENVIRONMENTAL HAZARDS					
Foreign objects [eg: needles and broken glass]					
Water safety					
Equipment hazards					
Venue Specific Hazards					

SUPERVISION AND SAFETY

Lost children					
Injuries that may occur during participation in activities					
Mixing with the public					
Aggression from others / animals					
Emergency procedure					

HEALTH AND HYGIENE

Toileting facilities					
Medication					
Food / allergies					
Sun smart / weather considerations					

RISK ASSESSMENT FINALISATION

Date Completed:	Click here to enter the date
Completed by [name]:	
Workers consulted:	Choose Yes or No
Overall Risk Assessment Rating:	Select overall rating: 1-6

RISK ASSESSMENT MATRIX				
How serious could the injury be?	How likely is it to be that serious?			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention and several days off	2	3	4	5
First aid needed	3	4	5	6
Severity – is how seriously a person could be harmed		Likelihood – is an estimate of how probable it is for the hazard to cause harm		
Legend				
1 and 2	Extreme risk	Take action immediately. Permission required from the Committee and Director to conduct the excursion		
3 and 4	Moderate risk	Take action as soon as possible. Permission required from the Director to conduct the excursion		
5 and 6	Low risk	Take action when applicable. Permission required from Assistant Director to conduct the excursion		

FINAL RISK ASSESSMENT AND EXCURSION SIGN-OFF (NB: COPIES OF ALL BOOKINGS AND BOOKING CONFIRMATIONS NEED TO BE ATTACHED TO THE RISK ASSESSMENT)			
Excursion Organiser:		Date:	Click here to enter the date
Assistant Director [if a low risk excursion]:		Date:	Click here to enter the date
Director:		Date:	Click here to enter the date
Committee Approval [if required]:		Date:	Click here to enter the date

12 EXCURSION CHECKLIST

EXCURSION CHECKLIST

ITEMS TO TAKE ON EXCURSION [TICK OFF WHEN PACKED]:								
Roll	First aid kit	Mobile phone	Emergency contacts	Group lists	Children's Medication and Management Plan	Sunscreen	Food [as required]	Required Equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NOTES:								

THIS SECTION IS TO BE COMPLETED BY THE EXCURSION ORGANISER AND SUBMITTED TO THE DIRECTOR A MINIMUM OF TWO DAYS IN ADVANCE OF THE EXCURSION OCCURRING.			
YES	NO	N/A	CHECKLIST ITEM
Y	N	N/A	A signed permission form for the specific excursion and any specific activity which is to take place during the excursion has been received from the parents for all children attending the excursion.
Y	N	N/A	A list of children attending the excursion is left at the service prior to departure and a copy carried by the excursion supervisor for the purpose of checking at regular intervals during the course of the excursion.
Y	N	N/A	The excursion is consistent with the requirements/exclusions of the Public Liability Insurance Cover held by the service.

Y	N	N/A	A fully stocked first aid kit is ready to be taken on the excursion.
Y	N	N/A	Each participating child's emergency contact details have been updated and a copy is available to take on the excursion.
Y	N	N/A	A mobile phone is organised to take on the excursion.
Y	N	N/A	Medication and a management plan for any children attending the excursion are available and updated.
Y	N	N/A	A designated educator has been assigned to directly supervise any child with a chronic illness/allergic conditions. [NB: The educator is to hold the child's medication and management plan throughout the excursion.]
Y	N	N/A	In-centre activities and a day plan for the remainder of the day of the excursion have been planned and a schedule is available for all staff working on the day of the excursion.
Y	N	N/A	A menu, if required, for the day has been planned and displayed at the centre.
Y	N	N/A	Shopping requirements for the day of the excursion have been communicated to the Canteen Manager in writing.
Y	N	N/A	Payments for authorisation have been given to the Director and/or the Assistant Director to approve and forward to the bookkeeper.
Y	N	N/A	A cheque has been prepared and signed, if a cheque is required for payment on the day of the excursion.

EXCURSION CHECK-LIST SIGN-OFF:			
Excursion Organiser:		Date:	Click here to enter the date
Director:		Date:	Click here to enter the date