

Excursion & Incursion Policy

Date: March 2001, Revised 1/11/05, Revised 14/10/08, Revised 29/07/11, Revised 13/02/14, reviewed 3/07/17

Signed by Management Committee _____ **Date** _____

Aim

The University Pre-School and Child Care Centre aims to provide our children with excursions into the community and Incursions (visits by people from the community) to extend their experiences beyond those offered at the centre. Our excursion program aims to offer children opportunities to share experiences in relaxed and enjoyable atmosphere which is safe and stress free for both children and adults.

Our excursion/incursion program also aims to offer parents the opportunity to participate in the extended learning opportunities provided to children and provide extra supervisory support as required.

Linked Policies

- First Aid Policy
- Sun Protection Policy
- Clothing & Comfort Policy
- Supervision Policy – Missing Child Procedure
- Anaphylaxis Policy
- Asthma Policy

Implementation

Organisation

1. When deciding whether or not to have an excursion/incursion educators need to assess how it will provide opportunities to enhance and extend the interests and learning of the children.
2. Once a decision to have an excursion/incursion has been made an Educator will be appointed to organise and coordinate the excursion/incursion. This person will be responsible for undertaking a risk assessment, using the appropriate risk assessment form, of the proposed excursion/incursion. The risk assessment must identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child participating in the excursion/incursion and the strategies for minimising and managing those risks.
3. The risk assessment must consider:
 - The proposed route and destination for the excursion
 - Any water hazards and risks associated with water based activities
 - The method of transport
 - The number of adults and children involved in the excursion
 - The number of educators or other responsible adults required to provide appropriate supervision and whether any specialised skills are required to ensure children’s safety
 - The proposed activities
 - The likely length of time for the excursion/incursion
 - The items that should be taken on the excursion
 - Any extra considerations that would enable a child with additional needs to participate in the excursion.
4. If the excursion is a regular outing and a risk assessment has previously been conducted, a further risk assessment is not required unless the circumstances of the outing have changed.
5. The appointed co-ordinator will also be responsible for determining total cost of excursion/incursion prior to the event, and establishing the availability of facilities required throughout the excursion/incursion, (eg, places to eat, toilet and hand washing facilities, access to drinking water, sufficient shade in hot weather safe crossings for busy roads etc). This may require a visit to the proposed excursion destination prior to the proposed excursion.
6. The excursion coordinator will ensure that there is a contingency plan for wet or extremely hot weather. This may involve cancelling or re-scheduling the excursion.

7. Staff should be fully aware of the timetables of transport to be used and carry current schedules with them to avoid unnecessary waiting time.
8. When getting on and off public transport, staff are to arrange themselves so that one staff member is first on/last off to ensure that no child is left behind.
9. Staff are to take a small first aid kit including; Band-aids, a small bandage and fasteners and clean gauze. A Ventolin inhaler with spacer for known asthmatics and an epipen for known anaphylactics should also be included.
10. Staff should carry a mobile phone so that they can contact the centre if necessary, sufficient cash to cover the cost of the excursion and extra in case of emergency.
11. Each child attending an excursion/incursion must have the written permission of a parent or guardian. For a regular outing, authorisation is only required to be obtained once every 12 months.
12. There is to be no change to the planned itinerary of any excursion (as indicated to parents on the parent permission note) unless the person in charge of the excursion decides that it is necessary for the safety and well being of the children.
13. Parents must be advised of any incident or change of itinerary on the day of the excursion/incursion where possible.
14. In the event that an excursion is delayed and will be late returning, the excursion coordinator will contact the centre and advise the approximate time of arrival.
15. If an emergency occurs, (vehicle break-down or accident) the excursion coordinator is responsible for making alternative arrangements to ensure the safety and well being of the children and contact the centre as soon as possible.

Supervision

1. When necessary to ensure that appropriate supervision of the children by Educators and/or responsible adults can be maintained at all times, parents will be invited to participate in the excursion. On these occasions parents are expected to take responsibility of a small group of children specified by the staff member responsible for organising the excursion. Parents are expected to ensure that each child in their group stays with them at all times and that they know where each child in their group is at all times. When parents are asked to participate in an excursion to help maintain appropriate supervision staff will ensure that parents are aware of their responsibilities with regard to the group of children assigned to them.
2. If not enough adults are able to be present to ensure adequate supervision the excursion will be cancelled or re-scheduled and parents will be informed of the reason for the cancellation or re-scheduling.
3. When it is not possible or appropriate for the whole group to move together, small groups should be organised including two adults. Before small groups disperse, a meeting place and time is to be organised for the larger group to meet back together.
4. Adults are to be aware of the number of children in their small group and count them continually. All staff are to be aware of the total number of children on the excursion and assist on counting the larger group at regular intervals.
5. In the unlikely event that small groups become separated, adults are to meet back at the point of separation as soon as possible.

Management of Children

1. Children must wear our Centre's identification apron. To prevent strangers being able to call a child by name the label indicating the name of the child, address and telephone contact number of the centre should be concealed on the inside of the identification apron and preferably at the back where children cannot remove them.

2. Children should be dressed in appropriate clothing considering the weather and activity of the excursion. Sturdy footwear should be worn (not thongs). A jumper or cardigan must be taken for each child in case the weather turns cool. Hats must be worn by both staff and children on excursions between the months of August and May.
3. Sufficient food and drink must be provided on each outing allowing children to eat/drink at least every two hours.
4. Wet wipes, tissues, spare clothing and a towel should be included along with nappy changing requirements where necessary.
5. Children are to be encouraged to have a partner for the outing who they should hold hands with during most of the day. Children should only be encouraged to move independently of their partner where staff can ensure that they can be easily seen and there is no danger of them wandering off alone. Partners are essential when walking along the street, or in crowded places.

Missing Child

1. In the event that a child is found missing when on an organised excursion the following procedure will be followed:
 - The senior staff member in charge of the excursion will immediately alert the centre, the emergency services and the child's parents/carers.
 - The group will be taken to a safe muster point and a suitable number of adults will begin to search until the child is found or the appropriate authorities take charge of the process.
 - A full report of the incident will be made and forwarded to the appropriate regulatory bodies.
 - Analysis of the report will ensure that the hazard leading up to the child's disappearance is eliminated.

Source Material

Australian Children's Education & Care Quality Authority (2011) *Guide to the National Law and National Regulations*

Armedia (2011) *Stepping Outside, Why Excursion are Important*, Retrieved from <http://www.armedia.net.au/step-outside-why-excursions-are-valuable> 3/07/17

Department of Education, Employment & Workplace Relations, (2009) *The Early Years Learning Framework for Australia, Belonging, Being & Becoming*, Commonwealth of Australia, 2009

Department of Education & Early Childhood Development (Vic) (May 2010) *Excursions and Routine Outings*, Retrieved from <http://www.education.vic.gov.au/Documents/childhood/providers/regulation/pracnotesexcursions.pdf> 3/07/17

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