

2.28 EXCURSION POLICY

INTRODUCTION

Excursions are a valuable experience for children, educators and families in education and care settings. Excursions provide the opportunity to expand and enhance children's experiences, explore different environments and engage in meaningful ways with their communities. Excursions require appropriate planning and risk management to ensure the best experience and enjoyment for all. Lindfield Montessori School is committed to providing excursions that are well considered and planned, provide meaningful experiences and ensure the health, safety and wellbeing of children at all times.

PURPOSE

At Lindfield Montessori, we will:

- Organise excursions for the children in the extended day program
- Plan for excursions with the careful consideration of the safety the children and adults
- Carry out excursions where only full documentation and permissions have been completed and obtained
- Undertake full risk assessments, and consideration of value and educational excursions, and plan for first aid requirements

STRATEGIES

Planning and Preparations

All excursions will be planned in advanced to:

- Maximise both children's developmental experiences and safety
- Reflect the age, capacity and interests (KLA learning areas) of the children
- Ensure they are properly supervised and conducted in a safe manner
- Ensure they are conducted with fully informed written parental permission.
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All excursions will be researched to ensure:

- Supervision is adequate so children cannot be separated from the group
- Access to hazardous equipment and environments are minimised
- There is adequate access to food, drink and facilities (eg. toilets, handwashing)
- Consideration is given to the mobility and supervision requirements of children with additional needs
- That adequate sun and shade protection is available

When planning for an excursion, the Nominated Supervisor will:

- Assess the requirements for the excursion
- Conduct a risk assessment
- Organise transport
- Make alternative arrangements for adverse weather conditions if required

- Inform families of the details of the excursion according to Regulation 102 (4) of the Education and Care Services National Regulations
- Provide parents or legal guardians with an excursion permission form to complete to authorise their child to participate in the excursion according to Regulation 102 (4) of the Education and Care Services National Regulations
- Collect completed permission forms for each child attending the excursion
- Request additional adult participation on the excursion where required
- Arrange for a suitably equipped first aid kit, considering individual medical needs (including child's EpiPen and/or Ventolin) and mobile phone to be taken on the excursion

Educators must make alternative arrangements for any children who are not attending the excursion, and ensure that any dialogue or pre-planning does not alienate such children from social networks.

Additional factors need to be considered in the planning of excursions for children with additional needs. Where possible, our school will uphold the right for all extended day children to access all excursions and engage in meaningful ways while on excursions.

Risk Assessment

The Nominated Supervisor will:

- Ensure a risk assessment is conducted prior to any excursion to identify and assess the risk the excursion may pose, according to Regulation 101 of the Education and Care Services National Regulations.

The risk assessment conducted will consider:

- Destination and duration of the excursion
- Potential water hazards or any hazard associated with water-based activities;
- Transport to and from destination
- Number of educators, responsible persons and children involved
- Proposed activities
- Items to be taken on the excursion e.g. mobile phone, emergency contact numbers etc.

If the excursion is a regular occurrence a risk assessment will be carried out once every 12 months, provided the circumstances around the excursion have not changed in any way since the initial risk assessment was conducted.

The Nominated Supervisor will also appoint a Supervisor to be in charge of the excursion.

Authorisation for Excursions

The Nominated Supervisor will ensure that:

- For all excursions parents or legal guardians will be given an excursion permission form, as per Regulation 102 (4) of the Education and Care Services National Regulations
- No child will be taken on an excursion unless written permission from parents or legal guardian has been received

Families and Volunteers

- If additional adults are required, volunteers will be invited. Volunteers will be mature responsible people over 18 years of age who are aware of the hazards and responsibilities of taking children out of the school.
- Supervisory roles and responsibilities are clearly explained and understood by all staff, volunteers and students attending the excursion prior to its commencement.
- Parents and volunteers will not be left in sole charge of children and must be supervised by an educator at all times.
- Parents and volunteers are advised that all final decisions lie with the Supervisor accompanying the excursion.

Transport and Traffic

- Safety of children will be considered in the choice of route and mode of transport.
- Our school will follow all applicable NSW road rules as well as the Kids and Traffic best practice recommendations for transporting young children safely in buses.
- Every reasonable precaution will be taken to protect children from harm and any hazard likely to cause injury.
- Educators will ensure children obey road rules and cross roads at lights or a crossing where available.
- Educators will remain vigilant to ensure no child runs ahead or lags behind the group.

Supervision

Supervision on excursions will ensure the safety and wellbeing of all children for the duration of the excursion, taking into account ratios and all risks and hazards likely to be encountered. The venue will be assessed as safe for all children and adults on the excursion and will be easily supervised and accessible.

Water Hazards

No excursions will be conducted to a swimming pool or other water related activity. Where there are significant water hazards (such as rivers, lakes or beaches), risk management strategies will be identified and implemented.

Conducting the Excursion

All volunteers, educators and children will be informed of excursion timetable, itinerary, special requirements, safety procedures, grouping of children and responsibilities.

A list of children on the excursion will be left at school and a copy carried by the Excursion Supervisor.

Items to be taken on excursions include:

- A suitably stocked first aid kit
- A mobile phone
- Children's emergency contact information
- Hats, sunscreen, drinking water

Relevant Legislation	Education and Care Services National Regulations 2011. Reg. 99, 100, 101, 102, 123 Children (Education and Care Services National Law Application) Act 2010
Related to NQS QA	2.2 2.2.1 7.1.3
Related Policies	Work, Health and Safety Child Protection Water Safety First Aid Family Participation and Communication
Sources & Further Reading	Adapted from Community Early Learning Australia (CELA)

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
May 2021	Checked regulations, updated copy	2023