



Subject: EXCURSIONS AND REGULAR OUTINGS POLICY	Policy No: ELC 10 – Version 2
Covers: COLLEGIATE ELC, OSHC AND KINDERGARTEN	Effective: December 2018
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Excursions and Regular Outings

Policy

Excursions are the integral part of the program and deepen a child's understanding of the broader community. The inclusion of excursions is an invaluable tool within the richness of the curriculum offered.

Teachers and educators will use their professional expertise in regard to the inclusion of excursions and regular outings within the curriculum. When planning for the inclusion of excursions and regular outings, teachers and educators will take into account factors such as children's safety, each child's sense of self, security and belonging within the centres own environment first and relevance to the curriculum.

Parent and family participation is welcomed on excursions and regular outings.

Procedure

Excursions and regular outings are a holistic avenue to enhance and embed learning, support child-directed exploration and discovery and engage with the local and broader community.

Excursions and regular outings at Collegiate Early Learning (ELC), Outside School Hours Care (OSHC) and St Michael's Collegiate Kindergarten will be clearly connected to the program and curriculum, the Philosophy and a sense of connection and fun.

A regular outing may include a walk, drive or trip to and from a destination that ELC, OSHC and/or Kindergarten visits regularly as part of the educational program and where the circumstances relevant to the risk assessment are the same on each outing.

Permission for regular outings (further outlined below) is contained within the enrolment record and updated, along with the risk assessment, every 12 months by a person authorised to do so (Risk assessments may be updated more regularly where the circumstances alter).

Regular outings may include:

- Outings within the Junior School Campus (e.g. library, ballet, tennis and visits to the garden);
- Outings and exploration of the surrounding area (e.g. Post Office, St Vincent De Paul, Grocery Store).

Regular outings may vary in the length but will optimally be between 30 minutes – 1.5 hour.

What must be consider in the development of a risk assessment?

- The proposed route and destination of the excursion;
- Any water hazards and risks associated with water based activities;
- Transport details;
- Number of children and adults involved in the excursion;
- Any specific risks associated with the excursion (including any specific skills that may be required);
- Proposed activity;
- Proposed duration of the excursion;
- Items that should be taken on the excursion (e.g. mobile phone).

The risk assessment must take into account the level of supervision and number of adults needed in relation to the age and developmental level of the children; the group size and dynamic; the environment; experience of the teachers and educators and the experience to be undertaken.

Before seeking permission from parents regarding a child's inclusion in an excursion or regular outing; or before commencing an excursion or regular outing, a risk assessment must be completed. Parents must be notified that a risk assessment has been prepared and is available at the service.

Excursions and regular outings will offer quality interactions and positive learning experiences for children.

Children will only be permitted to leave Collegiate Early Learning (ELC), Outside School Hours Care (OSHC) and St Michael's Collegiate Kindergarten for an excursion and/or regular outing where the written authorisation is in line with the *Education and Care Services National Regulations*.

Permission for excursions and regular outings¹ will include:

- The child's name;
- Reason, length and proposed destination and activities of the excursion/regular outing;
- Proposed date (not required for a regular outing);
- Transport arrangements;
- Anticipated number of children and staff to accompany and supervise;
- Proposed ratios;
- That a risk assessment has been prepared and is available at the service.

Specific authorisation must be sought for each child for each individual excursion.

During an Excursion or Regular Outing

- Ratios must be maintained at all times during excursions and regular outings. In determining the ratio for an excursion or regular outing, the following may also be considered:
 - the age and ability of the children;
 - the proposed excursion/ regular outing, its duration and any associated risks;
 - the transport method to be used; and
 - the previous experience of the accompanying adults.

- Children under school age will be in sight of a teacher or educator at all times.
- School age children will be in sight or sound of a teacher or educator at all times.
- Head counts will be conducted throughout the excursion and regular outing, including:
 - leaving the service premises;
 - boarding the bus;
 - entering the venue/arriving at the destination;
 - during the excursion/regular outing;
 - leaving the venue/destination;
 - boarding the bus;
 - walking to or from the destination;
 - on return to the service premises/School.
- Adults (including volunteers and students on practicum placement) involved in the excursion/regular outing must be supervised by a teacher or educator at all times.
- Volunteers and students on practicum placement must understand their role and responsibilities.
- Volunteers over the age of 18, may be used to support adult:child ratios on excursions.
- All volunteers (including parents or other family members that hold this role) and students on practicum placement must hold a current Tasmanian Working with Vulnerable Persons Registration (WWCC)² and complete the required staff record in relation to volunteers and students on practicum placement (regulation 149) including:
 - the person's full name;
 - the person's address;
 - date of birth;
 - registration number and expiry date of the person's WWCC;
 - date and hours of participation in the program.
- The following items will be readily available during an excursion or regular outing:
 - an appropriate number of currently stocked first-aid kits;
 - any required medication, including, where applicable, the relevant medical management (action) plan and risk management plan;
 - an operating mobile phone;
 - children's sunscreen;
 - a list of all children and adults attending;
 - current emergency contact details for each child;
 - any equipment specific to the excursion;
 - appropriate clothing for protection against the sun or other weather conditions.

The Sun Protection Policy and Procedure must be implemented during excursions and regular outings.

When excursions and regular outings are planned, potential changes in weather and temperature will be taken into account.

Medication on Excursions and Regular Outings

Where a child requires medication during an excursion or regular outing, the procedures outlined in the *Medical Conditions Policy and Procedure* must be implemented.

Relevant Policies and Procedures

- Administration of First Aid Policy and Procedure
- Acceptance and Refusals of Authorisations Policy and Procedure
- Bus Policy and Procedure
- Delivery and Collection of Children Policy and Procedure
- Medical Conditions Policy and Procedure
- Sun Protection Policy and Procedure

Sources

- *Education and Care Services National Law*
- *Education and Care Services National Regulations*

¹ Where the excursion is a regular outing, authorisation is only required to be obtained once in a 12 month period.

²Volunteers may be exempt from holding a valid WWCC if they are '*engaged in a regulated activity (other than an overnight camp for children) for a particular employer and have only incidental physical contact with children; and they are engaged in a regulated activity for a particular employer for not more than 3 days in any 4-week period and for not more than 7 days in a calendar year. Note: Exemption timeframes are based on days not hours. Per day includes one event in a day. (Exemption from Registration information sheet DoJ)*