



# Excursions and Events

## Policy Statement

*NBCA believe both children and the community benefit when children are encouraged to participate in activities beyond the service boundaries. Outings or events may be planned to enhance children's experience and understanding of their world, its extent and diversity.*

## Implementation

- **Routine** excursions are those restricted to the immediate local area, do not cross any major roads and do not involve transportation by a motor vehicle. Permission for local excursions are authorised on the enrolment form, valid for twelve (12) months, and do not require separate permission forms.
- **Non-routine** excursions are those that involve the crossing of major roads and/or the use of transport, and require a separate permission form.
- Alternative care arrangements will be made for children not participating in excursions.
- A Risk Assessment must be completed prior to any excursion and approved by the director.

## Events

- Most events held at the service will incur a fee. Families are required to sign permission for their child to attend and the fee will be added to the family account.
- Any person who visits the service to facilitate an event will be required to hold a Working with Vulnerable People (WWVP) card.
- Events are planned from aspects of intentional teaching and curriculum goals. NBCA will endeavour to provide a variety of events throughout the year.

## Excursions

- Staff must discuss and receive approval from the director prior to organising any excursion.
- Educator's must conduct and document a Risk Assessment and make it available to families.
- The authorisation must state: the reason for the excursion, if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings; and if the authorisation is for an excursion that is not a regular outing, the date the child is to be taken on the excursion. A description of the proposed destination for the excursion; and if the excursion involves transporting children, the means of transport; and any requirements for seatbelts or safety restraints under ACT law, the proposed activities to be undertaken by the child during the excursion; the period the child will be away from the premises; the anticipated number of children likely to be attending the excursion; the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and that a risk assessment has been prepared and is available at the service.
- A copy of excursion permission forms are to remain at the service with the director or the responsible person in charge of the service.



- A qualified educator will be the designated excursion leader and must accompany children and staff on the excursion. A qualified educator who holds current, approved First Aid qualifications must be with each group of children.
- Staffing ratios for excursions will be consistent with Education and Care Services National Regulations. Each centre may choose to increase this ratio to support children's individual needs during these excursions. Families who attend excursions will only be responsible for the care of their own child and will not be included in staff: child ratios.
- Educators will take a list of children attending the excursion, mark the roll and perform head counts regularly from the beginning to the end of the excursion.
- Any medication required for children will be taken.
- Educators will take an emergency backpack, which has contact details of families, a First Aid kit, water, charged and working mobile phone and other supplies required.
- Children will be dressed appropriately according to the excursion and day's weather, as per the Sun Protection Policy.
- Educators will ensure buses accommodate the number of children and adults. Current bus timetables must be taken by the designated excursion leader.
- Strollers are to be considered for younger children.
- An evaluation of the excursion will be documented at the end of the day by the designated excursion leader.
- The use of private, parent and staff vehicles to transport children will not be permitted.
- Authorisation must be given by a parent or other person named in the child's enrolment record as having authority, given by a parent, to authorise taking a child by an educator.

### Contingency Plans

- Should a bus be required for transportation, only accredited operators will be engaged. In the case of a vehicle breakdown, staff will follow the procedures and advice of the bus company.
- The designated excursion leader is responsible for ensuring all children, staff and family members remain in safe location until a replacement bus arrives.
- The designated excursion leader will notify the service of the delay by phone.
- In the case of a vehicle accident, police will be contacted and educators will follow the directions of the emergency services. The director, families, the NBCA Management Committee and the Children's Education and Care Assurance will be notified as soon as practicable.

### Policy Links

Policies:

- Authorisations and Access
- Compliance and Quality Improvement
- Duty of Care
- Incident, Injury, Trauma and Illness
- Medication
- Programs and Documentation
- Sun Protection
- Supervision

NQS: 1.1, 1.2, 2.2, 6.2 and 7.1

Regulations: 73 – 74, 76, 98-102, 156 and 168

Sources:

- Community Early Learning Australia : [www.cela.org.au](http://www.cela.org.au)



- Guild Insurance
- National Quality Framework
- Education and Care Services National Law (2011) Section 51(1)(a) Conditions on service approval (safety, health and wellbeing of children)

### Policy Document Status


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