

C14. EXCURSIONS

Content:	Illawarra Aboriginal Corporation Policies and Procedures
Version:	1.0
Section:	Childcare
Applies To:	Board, Management and Staff of all IAC Childcare Services
Date:	May 2014 (Review May 2017)

Background and Purpose

The IAC's Childcare policies articulate our aims, goals and philosophies in caring for children in our long day care and preschool services. They explain how the IAC works with its management, staff and other agencies to ensure that our children are afforded the best and most appropriate care and that we meet all of the requirements of NSW Department of Education & Communities.

Principle

The IAC recognises and understands the importance of properly planning and assessing excursions to ensure the safety of children and the confidence of their parents.

The IAC is committed to working with NSW Department of Education & Communities in an open and positive manner to ensure that we uphold the safety of children on excursions based on current legislation and guidelines.

Risk Assessment of Excursions

C(E&CS)SPR 2012 Regulation 76

The IAC and the nominated supervisor of our childcare services will ensure that a risk assessment is conducted for excursions:

- before parental authorisation is sought
- unless the excursion is a regular outing
- unless a risk assessment has been conducted in the previous 12 months
- unless the circumstances of the excursion has not changed since the previous risk assessment

The IAC and the nominated supervisor of our childcare services will ensure that our excursion risk assessment will:

- identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion
- specify how the identified risks will be managed and minimised
- consider the proposed route and destination for the excursion
- take note of any water hazards
- consider the transport to and from the proposed excursion destination
- account for the number of adults and children involved in the excursion
- assess the educator to child ratio required under the Law, and whether a higher ratio of educators or other responsible adults to children may be appropriate to provide supervision, given the risks posed by the excursion
- consider the proposed activities
- consider the likely length of the excursion allowing for our bus run departure times and the normal arrival and departure time of children at the premises
- take note of the items that must be taken on the excursion such as a mobile phone, a list of emergency contacts and identifying uniforms for the children

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Authorisation for Excursions

C(E&CS)SPR 2012 Regulation 77

The IAC and the nominated supervisor of our childcare services will ensure that we obtain written authorisation for an excursion from a child's parent or authorised nominee that includes:

- the child's name
- the reason for, or purpose of, the excursion
- the date of the excursion (unless the authorisation is for a regular outing)
- a description of the proposed destination
- the method of transport to be used
- the proposed activities to be undertaken
- the period the child will be away from our premises
- the number of children likely to be attending
- the ratio of educators to the number of children (attending the excursion)
- the number of staff members and any other responsible persons who will accompany and supervise the child on the excursion
- notification that a risk assessment has been prepared and is available at the service

Regular Outing means:

- a walk, drive or trip to and from a destination that our service visits regularly as part of its education program
- a walk, drive or trip to and from a destination where the circumstances relevant to the risk assessment are the same on each outing

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

Conduct of Excursions

C(E&CS)SPR 2012 Regulation 78

The IAC and the nominated supervisor of our childcare will ensure that:

- excursions are conducted in a safe manner
- any motor vehicle that is used to transport children on excursions (other than a motor vehicle with seating for more than 9 persons) is fitted with child restraints approved by Roads and Maritime Services
- that a suitably equipped and well stocked first aid kit is taken on all excursions and that the children on such an excursion are accompanied by a primary contact staff member who has a current approved first aid qualification, an adult who has completed approved anaphylaxis management training and an adult who has completed approved emergency asthma management training
- at least 2 adult persons, at least one of whom is a primary contact staff member, accompany the children on any excursion
- the minimum adult to child ratio of persons participating in the excursion is:
 - ◊ one adult for each 2 children who are under 3 years of age, and
 - ◊ one adult for each 5 children who are 3 or more years of age.
- that children are not taken on any excursion that involves using public transport or crossing a major road unless the minimum adult to child ratio of persons participating in the excursion is:
 - ◊ one adult for each 2 children who are under 3 years of age, and
 - ◊ one adult for each 4 children who are 3 or more years of age

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Water Hazards

C(E&CS)SPR 2012 Regulation 79

The IAC and the nominated supervisor of our childcare services will ensure that:

- if children are taken on an excursion to learn water safety or to learn to swim, the minimum adult to child ratio of participants in the excursion is one adult for each child
- if children are taken on any excursion to a beach, river, lake or other place where there is a water hazard (otherwise than for the purpose of learning water safety or learning to swim), the minimum adult to child ratio of persons participating in the excursion is:
 - ◊ one adult for each child who is under 3 years of age, and
 - ◊ one adult for each 2 children who are 3 or more years of age
- if children are taken on any excursion to a beach, river, lake or other place where there is a water hazard at least two of the adult persons accompanying the children have
 - ◊ a current approved first aid qualification
 - ◊ the knowledge and ability to implement water safety procedures

COMPLIANCE

This policy complies with:

- Children and Young Persons (Care and Protection) Act 1998
- Children (Education and Care Services) Supplementary Provisions Regulation 2012
- National Quality Framework

REFERENCES

This policy should be read with:

- C(E&CS)SPR 2012 - Part 6 Operational requirements - Division 3 Excursions (Regulations 76-79)