



**Emmerick Street Community Pre-School**  
**15 Emmerick Street, Lilyfield**

# Policy

Policy Name:	<b>PRESCHOOL EXCURSION</b>
Policy Number:	<b>QA 2 027</b>
Quality Area:	<b>2: CHILDREN'S HEALTH AND SAFETY</b>
Date Developed:	<b>AUGUST 2011</b>
Version:	<b>FINAL (3)</b>
Reviewed:	<b>JUNE 2018</b>
Review date:	<b>AS NEEDED</b>

### 1. Background

Emmerick Street Preschool acknowledges that there are risks in taking children out of the preschool but we value the many opportunities for children's learning, development and wellbeing that excursions provide. Home visits are considered particularly valuable for developing children's friendships and building connections with children and their families.

To minimise risks and prevent accidents on excursions it is important to plan ahead of time and choose safe excursion locations and safe travel routes, take precautions and be prepared for emergencies by carrying a first aid kit and emergency phone numbers. It is also important to consider road safety including passenger and pedestrian safety and safe play. This includes following recommended guidelines for transport of children in motor vehicles and walking with children as pedestrians. Excursions are also an opportunity to promote awareness in children of road safety and play safety and develop connections with their community.

### 2. Links to other policies and procedure

- First aid policy
- First aid plan
- Excursion risk management plan
- Emergency numbers

### 3. Aim

For Emmerick Street Community Preschool to build connections with their community and minimise risks of accidents and injuries on excursions, respond effectively to emergencies, and promote awareness in children and their families of road safety and play safety.

### 4. Practices

The Approved Provider will:

- Ensure there is an adequately stocked portable first aid kit to take on excursions.
- Ensure the Nominated Supervisor is aware that a risk assessment must be done prior to any excursion

The Nominated Supervisor will:

- Ensure children do not ride in cars on excursions. Children will only walk or ride on public transport;
- Ensure staff are aware that children must not ride in cars for the purpose of an excursion;
- Ensure at least one staff member on the excursion has first aid qualifications.
- Ensure staff that are left behind at the preschool are sufficient in number for educator: child ratios;
- Ensure staff that are left behind at the preschool hold appropriate qualifications, as specified in the National Regulations;

- Provide alternate suggestions for a home visit excursion for children whose homes can not be reached easily by public transport, such as a park or cafe the child visits or sees as part of their identity; and
- Obtain written authorisation from parents/guardians for their child to participate in any routine excursion a minimum 1 week before the excursion. Authorisations for routine excursions last for 12 months. The authorisation will state the following information:
  - The dates that the authorisation is current for;
  - The proposed destination;
  - The method of transport or walking itinerary;
  - The activities to be carried out during the excursion;
  - The number of adults to accompany and supervise the children;
  - The name of the person with first aid qualifications who will accompany the children on the excursion; and
  - A copy of the itinerary of the excursion.
- Obtain written authorisation from parent/guardian for their child to participate in any non-routine excursion a minimum of 1 week before the excursion. The authorisation must state the following information:
  - The date of the excursion;
  - The proposed destination;
  - The method of transport or walking itinerary;
  - The activities to be carried out during the excursion;
  - The number of adults to accompany and supervise the children;
  - The name of the person with first aid qualifications who will accompany the children on the excursion;
  - The proposed period of time which the excursion is to take place;
  - An emergency contact number for parent/guardian to contact staff if required;
  - Ensure that a suitable fully stocked first aid kit is taken on all excursions;
  - Ensure that epipens, ventolin and individual children's action plans are taken on excursions as required; and
  - Ensure that emergency contact lists are taken on excursions.

**The Nominated Supervisor must ensure that a risk assessment is carried out in relation to any excursion before the excursion takes place. (See Attachment 1)**

Educators will:

- Organise excursions that can be reached by public transport or walking. Children will not be taken in a car;
- Take into consideration staff qualifications and educator: child ratios when organising children, staff and volunteer attendees for excursions;

## Preschool excursion risk management plan

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- As much as is possible, organise excursions in small groups of children, rather than the whole group.
- Increase adult to child ratios when children with special needs attend excursions, dependent upon the disability of the child (children) attending. This will ensure that the child with Special Needs is most effectively incorporated into the excursion and activities and ensure the safety of all persons attending;
- Assign specific children to staff and volunteers for whom they are responsible. This will ensure all children are cared for at all times. These expectations should be clearly explained to all supervising adults prior to the excursion commencing;
- Take a list of children attending the excursion, and check it periodically during the time out of the preschool. Particularly, attendance will be checked prior and after transportation, before returning to the Preschool and at other times;
- Be aware of the extra precautions that might be needed for children with a disability or medical problems, such as having sweetened drinks or food in case of hypoglycaemia in a child with diabetes, an emergency medical kit for children with food, bee or other insect allergies;
- Ensure that 2 or more adults, at least one of whom is a primary contact staff member, accompany the children on any excursion;
- Ensure that the service's agreed minimum adult to child ratio of persons participating in the excursion is followed:
  - One adult to 5 children who are 3 or more years of age.
- If a volunteer brings the younger sibling of the child at the preschool they must only be responsible for 2 children who are 3 or more years of age;
- This ratio is designed to make supervision and interaction with children easier and of high quality;
- Ensure children are supervised at all times with staff-child ratios as set out above, and be alert to children's whereabouts, activities and safety;
- Ensure that if using volunteers on excursion they are aware of safety issues and supervision requirements that are expected on the excursion. For example, keeping children within sight at all times, keeping hats on, and not wandering off without a primary contact staff member;
- Discuss safety issues with children prior to the excursion;
- Not take children on excursion for the purpose of swimming;
- Always have plenty of water available to drink;
- Ensure that prior to going on excursions, staff members familiarise themselves with the sites involved in the excursion in order to identify access, entry and exit points, specific hazards, utilities, food areas, availability of toilets, availability of water to drink and to wash hands, shade, supervision constraints, and activities offered;
- Plan the excursion travel, routes and locations that are safest and check the location for safety hazards in advance or when arriving;
- Use the excursion to build on children's knowledge of road and traffic safety;

- Use the excursion to build connections with the local community by talking to community members and encouraging children's involvement;
- Review and evaluate excursions after completion in terms of supervision, age/stage appropriateness, value, children's enjoyment, and safety;
- Ensure children are protected from sun exposure with appropriate clothing, hats, sunscreen, sunglasses and drinking water; and
- Ensure that excursions are planned to promote children's interest and are appropriate to their development and learning.

Families will:

- Choose to give/not give permission for their child to attend the excursion;
- Choose to attend the excursion as a volunteer; and
- If a volunteer, follow the directions of the educator(s) as per the practices above.

### **Relevant Legislation:**

Children (Education and Care Services National Law Application) Act 2010 No 104; Education and Care Services National Regulations 2011: 100-102, 168; Links to National Quality Standard: QA1, QA6, 2.1, 2.3; Children (Education and Care Services National Law Application) Act 2010: 167; Children and Young Persons (Care and Protection) Act 1998 (NSW); Occupational Health and Safety Act 2000 and Regulations 2001 (NSW); Australian Road Rules 1999; Road Transport Regulation 1999 (NSW).

### **Sources:**

Health and Safety in Children's Centre's, Model Policies and Practices, Second Edition, 2003; Community Child Care Cooperative (NSW) <http://cccncsw.org.au/members/nqf-in-a-box/policies>; Tim Gill: <http://rethinkingchildhood.com/about/>