

EXCURSION POLICY



POLICY STATEMENT

Staff members at Reid Early Childhood Centre (RECC) take the children on planned excursions as well as local walks around our area. This is an important part of the Centre's programming and assists children in being confident and involved learners (outcome 3 of the Early Years Learning Framework) by extending their experiences and enjoying special events and activities not available at the Centre. It also provides an opportunity for children to find out about and become part of the local community (outcome 2 of the Early Years Learning Framework).

This policy is a requirement of the Education and Care Services National Regulations 2011 under the Education and Care Services National Law (ACT) Act 2011 that require the Centre to maintain a policy regarding excursions [Regulation 168 (2)(g)]. The policy complies with Regulations 99(4)(c), 100, 101 and 102 of the Education and Care Services National Regulations 2011 under the Education and Care Services National Law (ACT) Act 2011 regarding excursions.

RISK ASSESSMENT FOR EXCURSIONS

Before an excursion is undertaken, the Centre Director is responsible for ensuring a risk assessment is undertaken. This risk assessment identifies and assesses any risks that the excursion may pose to the safety, health or well-being of children taken on the excursion. The risk assessment specifies how the identified risks will be managed and minimised. Risks are typically managed by implementation of the procedures listed below (refer Procedures).

The Centre Director is responsible for ensuring that the Risk Assessment for Excursions form is completed. In accordance with Regulation 101(2) of the Education and Care Services National Regulations 2011 under the Education and Care Services National Law (ACT) Act 2011, the risk assessment will consider the proposed route and destination for the excursion, any water hazards, any risks associated with water-based activities, transport to and from the proposed destination for the excursion, the number of adults and children in the excursion, whether adults with specialised skills are required, the proposed activities and duration of the excursion, and the items to be taken on the excursion.

A risk assessment is not required under the Education and Care Services National Regulations 2011 for excursions that are regular outings (refer Local Walks below).

PROCEDURES

Excursion Policy

- The number of staff members participating in an excursion will always be above the minimum mandated child to staff ratios for each age group. Regardless, of the number of children participating, at least two staff members – including one with current First Aid, emergency asthma management and anaphylaxis certificates – will attend all excursions.
- Staff will take with them an excursion bag containing a first aid kit, a roll with the names of all children attending; their emergency contact numbers and any allergies or medical conditions, as well as a mobile phone to make outgoing calls. When appropriate, children wear name badges identifying the centre.
- In local walks, a pre-venue check, including on equipment, will be conducted by RECC staff to assess the suitability of the area. If the area is deemed not suitable, alternate arrangements will be made.
- A list of children who will be participating in impromptu walks is made on the daily sign-in sheet.
- Where appropriate, food and water will be taken on outings. The SunSmart Policy will also be observed.
- For any planned excursions, booked performance or outings, parents are advised in advance with details including where, when and the expected duration of the excursion, the proposed activities, the method of transport, the anticipated number of children and educators likely to be attending, and request for written permission as per Regulation 102(4) of the Education and Care Services National Regulations (2011) under the Education and Care Services National Law (ACT) Act 2011.
- Parents are encouraged to accompany children on these planned outings, as the Centre greatly values involvement from children's families.
- The Centre Director is authorised to exclude a child from an excursion or for a child to be returned early from an excursion if they believe it is not possible to manage the risks to that child's—or other children's—safety while away from the Centre premises. Where practical, this will be taken into consideration in the risk assessment undertaken before the excursion. In the event of a child being excluded from participating the matter will be discussed as soon as practical with the parents/guardian, and where possible, in advance of the excursion.

PLANNED EXCURSIONS

Venues include: **Questacon** and **Canberra Zoo**.

A risk assessment is undertaken as outlined in the Risk Assessment section above and authorisation is obtained from parents/guardians in accordance with Regulation 102 of the Education and Care Services National Regulations 2011 under the Education and Care Services National Law (ACT) Act 2011.

LOCAL WALKS

Places we visit are all within easy walking distance for the children and provide great enjoyment while enhancing RECC programs. Signed excursion forms are not required for walks within the local area as permission will be obtained by parents/guardians on enrolment forms each year in accordance with Regulation 102(5) of the Education and Care Services National Regulations 2011 under the Education and Care Services National Law (ACT) Act 2011.

Excursion Policy

Venues include:

1 Commonwealth Park

Walks in the park, the castle maze and Floriade. The route is through CIT car park, across Constitution Avenue and the traffic lights and through the underpass under Parkes Way.

2 Glebe Park

Walks in the park, play equipment and any special events, for example activities for Canberra Festival – route is through CIT and crossing Coranderrk Street by the pedestrian overpass.

3 Civic Shops

To look at and to purchase things, for example visiting the pet shop and the merry-go-round. Via pedestrian overpass (Glebe Park route).

4 Geerilong Gardens

To utilise play equipment, the route is across Amaroo, Booroondara and Currong Streets through walkways.

5 Rambles

Walks around the immediate vicinity including Anzac Park, Ellimatta Street, Coranderrk Street and the two walkways – Geerilong Gardens and Dirrawan Gardens. Walks may also include interesting things that are happening in the vicinity, for example road works, hot air balloon landings, etc. Any major roads are crossed by underpass or pedestrian bridge where possible.

RELATED POLICIES:

Lost or Missing Child Policy

Partnership with Families Policy

Programming and Planning Policy

SunSmart Policy

SOURCES:

Education and Care Services National Law (ACT) Act 2011

Education and Care Services National Regulations 2011