

**Policy Statement:**

Ballan Community Childcare Centre (BCCC) will ensure excursions take place with parental consent, in liaison with other centre staff and with all health and safety precautions in place, as required.

BCCC operates within a small rural town environment that provides opportunities for children's learning experiences and enjoyment. Children can experience the natural and built environment through excursions to local places and further afield as their interest develops. An excursion provides an educational opportunity, pleasure, enjoyment, humour and laughter as an important part of each day.

**Definitions:**

Excursion: any planned trip which a child participates in which requires that the child leave the Centre premises without either their parent or authorised nominee.

Excursion Risk Management Plan: a systematic, documented analysis, as specified in legislation, of the risks associated with an excursion and the steps to be taken by BCCC to reduce them (see attached Excursion Risk Management Plan proforma).

Excursion Authorisation Form: a document which details all required information concerning the proposed excursion, as specified in legislation, and includes a section for the parent or authorised person named on the child's enrolment form to provide a signature & date thus providing legal consent for the child to participate in the excursion (see attached Excursion Authorisation Form template).

Risk Minimisation Plan: A plan developed by the Centre in consultation with the child's parent/guardian which details a range of processes / practices that will be followed by the Centre to reduce the risk of adverse medical incidents occurring.

**Practices**

- An educator must undertake a visit to the excursion site, prior to the excursion, to assist with the preparation of the risk assessment.
- A compliant & complete Excursion Risk Management Plan must be completed before authorisation is sought from the child's parent (or other authorised person named on the child's enrolment form) for that child to participate in an excursion.
- A compliant Excursion Authorisation Form must be submitted to, and received back from, the child's parent (or other authorised person named on the child's enrolment form) which contains written authorisation for the child to participate in the excursion.
- The Excursion Authorisation Form must specify that a risk assessment for the excursion has been prepared by BCCC and its date of preparation.
- A child may not participate in an excursion unless the above written authorisation has been received prior to the commencement of the excursion.
- A compliant Excursion Authorisation Form will be sent to the child's parent (or other authorised person named on the child's enrolment form) at least a fortnight prior to the date of the excursion (where possible).
- A new Excursion Risk Management Plan may not be required if the excursion is a regular outing for which a risk assessment has been previously undertaken, and the circumstances applicable to the excursion have not changed.

**Policy 6.04 Excursions**

- A compliant Excursion Authorisation Form, with the required written authorisation, is required at least once every 12 months if the excursion is a regular outing.
- If the circumstances applicable to a regular outing have changed to the extent that a new risk assessment has been undertaken, then another Excursion Authorisation Form - which specifies the updated risk information – must be received back from the parent or authorised person before the child can again participate in that regular excursion outing.
- To be compliant & complete, the Excursion Risk Management Plan must Identify and assess the risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion.

**General Information:**

- During a site visit by educators prior to the excursion, educators can, in addition to gathering information for the risk assessment, also gather information about the availability of toilets, hand washing, drinking and shade facilities at the destination. Details can be checked such as mobile phone coverage and access for emergency services.
- Children who have not received correct authorisation by their parent or authorised person will not be able to attend the excursion and will be included in the Centre's on-site programme for the duration of the excursion.
- Parental involvement in an excursion is encouraged by the Centre but must be arranged, and approved by BCCC, prior to the day of the excursion.
- A minimum of two educators must accompany each excursion and, at all times, the number of educators should be sufficient to provide adequate supervision and be compliant with the minimum educator to child ratios specified by DEECD (see *Educator to Child Ratios and Qualifications* – DEECD Fact Sheet, October 2011).
- Responsibility for the coordinated planning of both on-site activities and the excursion rests with the nominated supervisor and responsible person on that day
- Children, staff and parents will be reminded of the Centre's expectations whilst on the excursion.
- Communication with the Centre's staff occurs to ensure the children remaining at the centre are educated and cared for appropriately, and that mandatory minimum staff/child ratios are maintained.
- Children staying at the centre are provided with information about why they are remaining and how they will be educated and cared for during the excursion.
- If the Centre has a child enrolled with a declared medical condition who is eligible to participate in the excursion, the child's Risk Minimisation Plan must be consulted when preparing the overall Excursion Risk Management Plan and a line item added to the Excursion Risk Management Plan if additional risks are identified that apply exclusively to that child. The additional line item should also describe any additional risk reduction measures that will be put in place for that child. If no additional risk is identified, the line item should specify that. If the Nominated Supervisor believes that the risks are too high to take the child on the excursion, the Nominated Supervisor may provide written notification to the child's parent to that effect.
- The following items must be taken on the excursion – first aid kit, emergency contact numbers, medical information (including a child's Medical Management Plan where appropriate) and medications, appropriate seasonal clothing, water for children, snacks for the children as appropriate, a functional mobile phone, and sufficient cash for incidental and/or emergency expenses.

**Policy 6.04 Excursions**

**References**

The Geelong Children's Centre Policy Manual (2012)  
City of Melbourne Children Services policy Manual (2012)  
The Australian Children's Education and Care Quality Authority (ACECQA)

**Links to frameworks/accreditation**

Education and Care Services National Regulations (2011) 99-102, 168  
National Quality Standard: 2.3

**Interaction with other BDHC policies** (to be completed further as new policies are developed)

Acceptance and refusal of Authorisations  
Medical Conditions Policy  
Delivery & Collection of Children Policy  
Parental Interaction & Involvement Policy  
Acceptance & Refusal of Authorisations Policy